

**OUR LET ONLY FEE'S – 8% + VAT**

- Vacant management - £120.00 incl VAT (per month)  
- see Clause 4 in the Standard Terms and Conditions of Business overleaf)
- Referencing through ourselves or via a credit referencing agency - £180.00 incl VAT
- Preparing the tenancy agreements and registering the deposit - £120.00 incl VAT
- Preparing and negotiating any extension and documentation - £118.50 incl VAT
- Handling insurance claims – 10% of the total insurance claim
- Arranging maintenance works - 10% of the total invoice
- Letting in contractors - £30.00 incl VAT
- Administration charge - £30.00 incl VAT
- Applying for a Landlords mortgage - £90.00 incl VAT
- Arranging safety checks - £30.00 incl VAT
- Abortive tenancy fee – should the landlord not wish to proceed with a tenancy following acceptance of an offer - Equivalent two weeks rent  
(plus third-party marketing costs - for Example: Tenant cost for removal van etc.)
- Non-Resident Landlord Administration (with approval number) - £60.00 incl VAT
- Non-Resident Landlord Administration (without approval number) - £80.00 incl VAT
- Monthly Statement duplicates - 10.00 incl VAT
- Annual summary of accounts - £140.00 incl VAT
- Utility Transfer - per utility (let only / rent collection) - £24.00 incl VAT
- Court attendance - £180.00 incl VAT
- Prepare and issue notices - £99.00 incl VAT
- Deposit release - £24.00 incl VAT
- Prepare and administer claims against the deposit - £150.00 incl VAT
- Prepare and administer documents for disputed claims - £200.00 incl VAT

\*\*Let only fee is due for the term of the Tenancy including any renewals or extensions. Payment of this fee is paid through rent funds from the first month's rent collected by us, on renewal we will then request funds from yourself.