

This Schedule of Charges forms part of the Agreement between You and Us and sets out Additional Fees payable in connection with the Services.

All fees are inclusive of VAT unless stated otherwise.

1. Pre-Tenancy and Letting Costs	
Obtaining proof of ownership of the Property from HM Land Registry	£15 per check
Identity verification and Anti-Money Laundering checks	£42 per person
Tenant and/or guarantor referencing	£54 per person
Permitted occupier checks	£36 per person
Right to Rent checks	£36 per person
Preparation of tenancy agreement	£240
Additional bespoke clauses for tenancy agreement	£12 per clause
Inventory and Check-In	Charged at cost, plus an administration fee of £24
Abortive Tenancy fee	£450
2. Tenancy and Ongoing Management	
Deposit registration and annual administration	£51 per annum
Handling payment of ground rent, service charges or similar outgoings on Your behalf	£60 per payment
Property inspections ( <i>where not included within the Services</i> )	£72 per visit
Annual rent review	£60
Preparation and service of statutory rent increase notice ( <i>Section 13</i> )	£84
Preparation and service of statutory notice seeking possession ( <i>Section 8</i> )	£750 – £1,000 ( <i>depending on grounds relied upon and complexity</i> )
3. End of Tenancy and Dispute Resolution	
Check-Out	Charged at cost, plus an administration fee of £24
Assistance with tenancy deposit adjudication ( <i>TDS or equivalent scheme</i> )	£120 per hour
Attendance at court or tribunal	£240 per hour, plus mileage at £0.40 per mile
4. Property and Ownership Matters	
Change of ownership of the Property	£325
Sale of the Property to a Tenant or Occupier introduced by Us	1.5% of the sale price ( <i>subject to a minimum fee of £5,400</i> )
5. Maintenance and Works	
Arranging additional contractor quotations at Your request ( <i>in excess of those included within the Services</i> )	£36 per quotation
Administration of major works ( <i>where the cost of works exceeds £1,500</i> )	12% of the total cost of the works
6. Financial and Tax Administration	
Submission of Non-Resident Landlord Scheme returns to HMRC	£150 per quarter ( <i>not applicable if You are registered with HMRC's NRL scheme</i> )
Annual income and expenditure statement	£60 per annum ( <i>not applicable where You instruct the Fully Managed Service</i> )
7. General and Administrative Charges	
Variation to Tenancy ( <i>inc. amendments or agreed changes to the tenancy agreement</i> )	£120 per Tenancy
Management take-over fee	£360 per Tenancy
Deposit transfer or re-registration	£51 per Deposit
Key cutting	Charged at cost, plus an administration fee of £20
Additional copies of tenancy documentation	£15 per document
8. Interest on Late Payment	
Interest on unpaid Commission, Additional Fees or other sums due	3% above the Bank of England Base Rate per annum, calculated daily