



Schedule of Additional Charges

Residential Letting and Management

Gas Safety Test	Charge upon request
Electrical Installation Condition Report (EICR)	£99.00 inc VAT
Portable Appliance Test (PAT)	£3.00 inc VAT* per appliance (*when carried out at same time as EICR)
Press Advertising	See Press Advertising Charge Sheet
Inventory of Contents where fully furnished	Assessed on inspection
Energy Performance Certificate	£90.00 inc VAT
Tenancy Agreement to extend tenancy to same tenants	£120.00 inc VAT
Amendment to Tenancy Agreement (re: change of parties to existing agreement) (paid by tenant)	£50.00 inc VAT
Attending Court/waiting time (e.g. for Possession hearing or Rent Assessment Committee) or preparing written representations	£120.00 inc VAT Per hour
Emergency call out fee (out of normal office hours)	£120.00 inc VAT for the first hour (plus £60.00 inc VAT per hour or part thereof)
Additional pre-requested visits (during tenancies), caretaking visits (when property vacant), furniture and furnishings removal administration charge, gardening set-up administration fee	£30.00 plus VAT (£36.00 inc VAT) per visit
Waiting time (e.g. meeting gas contractors)	£36.00 inc VAT per hour
Duplicate historic statements	£18.00 inc VAT per statement
Non Resident Landlord (Overseas) Tax Payment Administration Charge	£120.00 inc VAT per quarter
Rent Increases: Serving section 13(2) Notice – Housing Act Tenancies only and rent review advice	£120.00 inc VAT
Rent Registration/Notice of increase	£120.00 inc VAT
Insurance Valuation (for reinstatement purposes)	£180.00 inc VAT
The Dispute Service Ltd. Scriven & Co make an administration charge payable per property per annum or part thereof	£36.00 inc VAT (applies from May 2020)
Referencing and credit check per adult (over 18 years of age) including guarantors <i>NOTE: providing all references are satisfactory 12 months free legal cover may be provided</i>	£60.00 inc VAT
Test and document testing of smoke detectors and carbon monoxide alarms on day tenancy commences before keys are released	£36.00 inc VAT
Preparation of documentation and evidence when referring tenancy deposit dispute cases to TDS	£120.00 inc VAT
Preparation and service of section 21 notice by 1st class post, recorded delivery and by hand	£120.00 inc VAT
Preparation and service of section 13(2) notice in relation to statutory notice of rent increase	£120.00 inc VAT
Preparation of inventory and schedule of condition	No Charge
Overseeing works (unless agreed in writing)	No Charge
Check-out fee	No Charge

Charges to the tenant

Alterations or changes to the tenancy agreement **when requested by the tenant**

£50.00 including VAT.

Payments associated with early termination of tenancy **when requested by the tenant**. Where a tenant(s) is no longer able to continue with the tenancy, it **maybe** that the landlord will allow the tenancy to be ended prematurely, by way of entering into an early termination agreement.

The early termination agreement will be agreed in writing and will ensure that the tenant does not incur costs that exceed the loss incurred by the landlord, and also any reasonable costs that Scriven & Co would incur in order to re-let the property (such as referencing and marketing costs).

A default fee for late payment of rent.

As detailed in the tenancy agreement

Costs to replace lost keys/security devices.

Where required under the tenancy agreement

The charges detailed include VAT at 20% and should the VAT rate alter the charges will alter by the corresponding amount.

Charges reviewed January 1st on each and every year

Charges last revised 10 May 2019
QC 107(g) (05/19)