

SCHEDULE OF STANDARD LANDLORD FEES

LEVEL OF SERVICE - % RATES*

Tenant Find Commission:	Initial Term (min 12 months) – 8% + VAT of gross rent due (1)	9.6% Inc VAT
	Subsequent term – 4% + VAT of gross rent due (2)	4.8% Inc VAT
Tenant Find and Rent Acceptance Commission – 10% + VAT of gross rent due (3)		12% Inc VAT
Full Management Service Commission – 12% + VAT of gross rent due (3)		14.4% Inc VAT

*Minimum fees apply:- Tenant Find Service £840 Inc VAT initial fee plus £420 Inc VAT thereafter / Tenant Find & Rent Acceptance Services £900 Inc VAT pa / Full Management Services £1,020 Inc VAT pa

ADDITIONAL OPTIONAL SET UP FEES / COSTS

Arrangement fees

- Energy Performance Certificate (EPC) {£75 + VAT} £90 Inc VAT
- Legionella Risk Assessment {£95 + VAT} £114 Inc VAT
- Inventory Cost – First Tenancy – depends on size of property Advised on instruction
- Inventory Re-type – subsequent Tenancies – depends of size of property Advised on instruction
- Check Out fee – depends on size of property Advised on instruction
- Gas Safety Invoiced by Contractor – approx. £75 Inc VAT

ADDITIONAL NON OPTIONAL TENANCY FEES

- Initial Tenancy Agreement Set-Up Fee {£125 + VAT} £150 Inc VAT
- Tenancy Deposit Scheme Registration {£45 + VAT} £54 Inc VAT
- Tenancy Renewal Fee {£50 + VAT} – Excl Tenant Find £60 Inc VAT
- Tenancy Deposit Scheme Re-Registration fee {£25 + VAT} £30 Inc VAT
- Additional Property Visits {£50 + VAT per hour} £60 Inc VAT per hour
- Submission of non-resident tax deductions to HMRC {£35 + VAT p.q.} £42 Inc VAT per quarter
- Tenancy Disputes – Referral to TDS {£50 + VAT} Full Mg'd £60 Inc VAT
- Duplicate copies of Rental Statements {£2.50 + VAT per copy} £3 Inc VAT per copy

ADDITIONAL SERVICES

- Empty property general maintenance {£150 + VAT} pm £180 pm Inc VAT
- Pre-Tenancy preparation services: an hourly rate of £50 plus VAT {£60 Inc VAT}
- Refurbishment projects: {10% + VAT} 12% Inc VAT of the total cost of the work {min of £150 Inc VAT}
- Additional services: an hourly rate of £80 plus VAT {£96 Inc VAT}
 - Attend upon your solicitor or at court
 - Deal with Landlord Buildings and/or Contents Insurance Claims arising during the tenancy.

GENERAL FEE TERMS AND DISCLOSURES

- 1 Payable at the commencement of the tenancy as a % of total gross rent due for the first 12 months or term of tenancy if longer.
- 2 Applies where the tenancy is extended for a further period and any other subsequent periods of extension to the same tenant where the Agent is active in the administration and negotiations of the renewal extension. Payable at the start of the extended period. Should the tenancy allow for a tenant to vacate before the end of an extended period, fees are refundable on a pro-rata basis if the tenant leaves before the end of the period.
- 3 Deducted from the monthly rent accepted throughout the term of the tenancy and any subsequent tenancy including statutory periodic. A charge equivalent to one calendar month's rent plus VAT will be payable on termination of the Agreement if the Landlord terminate the Agreement and the existing Tenant remains in the property under either a statutory periodic tenancy or enters into a new tenancy agreement directly with the Landlord.
- 4 If a Landlord withdraws instructions after an acceptable tenant has been found, we reserve the right to make charge of £150 + VAT (£180 Incl VAT) to cover our abortive administration costs. If we are re-instructed within six months, we will credit the Landlord's account accordingly.
- 5 In the event that a sale of the property should be agreed with the tenant, previous tenant or any associated party after the commencement of the tenancy, leading to an unconditional exchange of contracts, Henshaws shall be entitled to charge you a fee where we are involved in the negotiations and management of the sale. The fee will be at a reduced rate from our sole agency fee.
- 6 Service rates are fixed for the duration of the first tenancy. Any changes to service rates for subsequent tenancies will be agreed by both parties prior to the commencement of such tenancies. All other fees are subject to an annual inflationary price increase based RPI unless advised otherwise.

ALL RATES & FEES ARE SUBJECT TO HENSHAW'S FULL TERMS AND CONDITIONS – AVAILABLE ON REQUEST

All fees quoted inclusive of VAT are at the prevailing rate of 20%

