

SCALE OF FEES

We can offer you 3 levels of service:

FULLY MANAGED (ALL PRICES PER PROPERTY)

INITIAL TENANT FINDING FEE	50% OF MONTHLY RENT plus VAT (SUBJECT TO A MINIMUM FEE OF £350 + VAT)
MONTHLY MANAGEMENT FEE	11% plus VAT
HOLDING DEPOSIT UNDER TDS	£30.00 plus VAT PER PROPERTY PER ANNUM
INVENTORY PREPARATION*	£199.00 plus VAT
SUBSEQUENT RE-LET FEES	50% OF MONTHLY RENT plus VAT (SUBJECT TO A MINIMUM FEE OF £350 + VAT)
UPDATE INVENTORY UPON RE-LET*	£120.00 plus VAT
TENANCY RENEWAL (6 OR 12 MONTHS)	£50.00 plus VAT
ADMINISTRATION OF NRL TAX RETURNS*	£150 PER ANNUM + SCHEME COSTS
RE-DIRECTION OF MAIL OVERSEAS*	COST OF POSTAGE
RERERENCING NEW TENANTS	£120.00 plus VAT
CUTTING ADDITIONAL KEYS	£20.00 PER KEY
RAISING A DISPUTE THROUGH THE TDS	£250.00 plus VAT
ACCELERATED POSSESSION PAPERWORK	£150.00 plus VAT

RENT COLLECT ONLY (ALL PRICES PER PROPERTY)

INITIAL TENANT FINDING FEE	50% OF MONTHLY RENT plus VAT (SUBJECT TO A MINIMUM FEE OF £350 + VAT)
RENT COLLECTION MONTHLY FEE	9% plus VAT
HOLDING DEPOSITS UNDER TDS**	£50 plus VAT PER PROPERTY PER ANNUM
INVENTORY PREPARATION**	£199.00 plus VAT
SUBSEQUENT RE-LET FEES	50% OF MONTHLY RENT plus VAT (SUBJECT TO A MINIMUM FEE OF £350 + VAT)
UPDATE INVENTORY UPON RE-LET*	£120.00 plus VAT
TENANCY RENEWAL (6 OR 12 MONTHS)	£50 plus VAT
ADMINISTRATION OF NRL TAX RETURNS*	£150 PER ANNUM + SCHEME COSTS
RE-DIRECTION OF MAIL OVERSEAS*	COST OF POSTAGE
RERERENCING NEW TENANTS	£120.00 plus VAT
CUTTING ADDITIONAL KEYS	£20.00 PER KEY
PREPARING A SECTION 21 NOTICE	£125.00 plus VAT
ACCELERATED POSSESSION PAPERWORK	£150.00 plus VAT

TENANT FIND ONLY (ALL PRICES PER PROPERTY)

INITIAL TENANT FINDING FEE	One month's rent plus VAT for rents up to £1000PCM (for rents over £1000PCM please refer to us for fees by separate negotiation)
HOLDING DEPOSIT UNDER TDS**	£75 plus VAT PER PROPERTY PER ANNUM
INVENTORY PREPARATION**	£199.00 plus VAT
UPDATE INVENTORY UPON RE-LET**	£150.00 plus VAT
TENANCY RENEWAL (6 OR 12 MONTHS)	£100.00 plus VAT
ADMINISTRATION OF NRL TAX RETURNS*	£150 PER ANNUM + SCHEME COSTS
RE-DIRECTION OF MAIL OVERSEAS*	COST OF POSTAGE
RERERENCING NEW TENANTS	£175.00 plus VAT
CUTTING ADDITIONAL KEYS	£20.00 PER KEY
ARRANGING A GAS SAFETY	£50.00 plus VAT + COST OF CERTIFICATE
PREPARING A SECTION 21 NOTICE	£150.00 plus VAT
ACCELERATED POSSESSION PAPERWORK	£175.00 plus VAT

*FEE IS ONLY APPLICABLE IF REQUIRED **PLEASE NOTE THAT WE SHALL ONLY HOLD THE DEPOSIT UNDER TDS SHOULD YOU CHOOSE TO INSTRUCT US TO UNDERTAKE AN INVENTORY ON THE PROPERTY

- Co-ordination of repair and maintenance including arranging for tradesmen to attend the property and obtaining estimates where necessary, settling accounts out of the rents received co-ordination of major works over £1000 will attract an additional management charge of 10%+ vat of the cost of works.
- Readings can make no warranty regarding any works that we co-ordinate with contractors on your behalf. Your contract is with the contractor, who is responsible for the quality of the works carried out. Our fee is to cover time involved in co-ordinating works, site visits where appropriate and updating the landlord as to the progress of works.
- If the landlord has a mortgage (or any other charge) on the property, they confirm that they have advised their mortgagees of their intention to rent the property out and have the mortgagee's permission to do so. If this permission has not been granted, then the landlord accepts all liability to cover any costs and expenditure resulting from not obtaining this permission.

VAT at the prevailing rate will be due in respect of the aforementioned fees, unless exemption rules are applicable. All percentages quoted in Full Managed & Tenant Find and Rent Collect services are percentages of gross rent collected.