

Additional items and other expenses will be charged according to the scale of fees defined below.

## SCALE OF FEES

VAT at the current rate 20% will need to be added to those fees quoted as a percentage. Where a fee quoted is a fixed amount then this figure is provided inclusive of VAT

### STANDARD RENTALS

This applies to all properties rented on an AST contract with a minimum term of 6 months

#### Standard Management Fee

+ VAT of rents collected  
[E.g. if the management fee is 11% and Address Properties collected £300 in rent then you would be charged a total of £39.60 inclusive of VAT]

#### Residential Let

(Inclusive of VAT) per property (if Let and Managed) or (Inclusive of VAT) per property (if Let Only)

#### HMO Let

(Inclusive of VAT) per tenant (if Let and Managed) with a minimum fee of (Inclusive of VAT) or (Inclusive of VAT) per tenant with a minimum fee of (Inclusive of VAT) per property (if Let Only)

#### Let Only Key Handover

N.B. This is collection from the office only

£50.00 (Inclusive of VAT)

### OPTIONAL TENANT / GUARANTOR CHECKS -

#### New Tenants

- **Level 1** – (£20.00 per tenant inclusive of VAT) Previous Landlord reference for tenant.
- **Level 2** – (£39.00 per tenant inclusive of VAT) As Level 1, plus a credit check on the Guarantor.
- **Level 3** – (£63.00 per tenant inclusive of VAT) As Level 2, plus an employer reference on the Guarantor & and affordability check on the Guarantor.

#### Renewing Tenants

- **Level 1** – (£8.00 per tenant inclusive of VAT) No additional references.
- **Level 2** – (£27.00 per tenant inclusive of VAT) Updated Credit check on the Guarantor.
- **Level 3** – (£63.00 per tenant inclusive of VAT) As Level 2, plus an updated employer reference on the Guarantor, and an affordability check on the Guarantor

(N.B Level of referencing to be confirmed in writing per new tenancy)

(N.B. All levels of referencing include a right to rent check which is a UK legal requirement)

### LICENCING

#### HMO licence application & inspection supervision

£120.00 (Inclusive of VAT) per property (in addition to the council's HMO licence fee)

Tick here if you would **NOT** like this product **OPT OUT**

N.B. If opted out is selected it will be the Landlords responsibility to apply and provide the HMO licence.

All Licences will be in the agent's name unless stated otherwise in the notes box in section 30

**Property licence application / inspection supervision**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** If opted out is selected it will be the Landlords responsibility to apply and provide the HMO licence.

All Licences will be in the agent's name unless stated otherwise in the notes box in section 30

**£120.00 (Inclusive of VAT) per property (this fee is subject to change depending on the detail needed in the paperwork)**

**Gas Safety inspection**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** It is a legal requirement to carry this out yearly

**(subject to confirmation - prices can vary from £45.00 To £72.00 inclusive of VAT) this does not include any repairs or upgrades needed as indicated by the results**

**Boiler Service**

Tick here if you would **NOT** like this product **OPT OUT**

**(subject to confirmation)**

**Periodic Electrical inspection**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** It is a legal requirement to carry this out every 5 years

**From £186.00 (Inclusive of VAT) as it depends on the property size – this does not include any repairs or upgrades needed as indicated by the results**

**Periodic Fire Alarm Inspection**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** It is a legal requirement to carry this out 6 monthly on licensed HMOs

**From £105.00 (Inclusive of VAT) as it depends on the property size – this does not include any repairs or upgrades needed as indicated by the results**

**Emergency Lighting Test**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** It is a legal requirement to carry this out yearly on licensed HMOs

**From £114.00 (Inclusive of VAT) as it depends on the property size – this does not include any repairs or upgrades needed as indicated by the results**

**PAT Testing**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** It is a legal requirement to carry this out yearly on licensed HMOs

**From £54.00 (Inclusive of VAT) as it depends on the amount of appliances – this does not include any repairs or upgrades needed as indicated by the results**

**Licensed HMO monthly fire alarm panel check**

**N.B** This is a legal requirement for all licensed HMOs

**£246.00 (Inclusive of VAT) per year and includes 12 monthly checks**

**Quarterly fire door checks (for properties over 11m high)**

**From £21.60 (Inclusive of VAT) per visit and requires 4 quarterly checks per year**

**N.B** This is a legal requirement as per the Fire Safety (England) Regulations 2022

**Fire Risk Assessment**

**£198.00 (Inclusive of VAT)**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** This is a legal requirement for licensed HMO's and lasts for 4 years. If opted out of, you must provide a formal fire risk assessment document to display in the property

The aforementioned fire risk assessment must be undertaken and reviewed at regular intervals so as to keep it up to date, particularly if;

- There is reason to suspect it is no longer valid; or b) There has been a significant change in the matters to which it relates including when the premises has special, technical, organisational measures or undergone significant changes, extensions, or conversions.
- Where changes to a fire risk assessment are required as a result of a review, the responsible person must make them

**Licensed HMO Fire Escape Route Drawings**

**£150.00 (Inclusive of VAT)**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** This is a legal requirement for licensed HMOs if opted out of, you must provide a Fire Escape Route Drawing to display in the property

**Energy Performance Certificates**

**From £45.00 (Inclusive of VAT) (subject to confirmation as not undertaken by the Agency)**

**Supply & Fit Lock Box**

**£68.00 (Inclusive of VAT)**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** if there is a meter cupboard in a locked bedroom this must be provided as it is a legal requirement

**Notice Board - Pop Frames**

**£90.00 (Inclusive of VAT) Per Property**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** It is a legal requirement to provide this therefore if opted out of, you must provide in the property a notice board for the display of important legal documents

**It is agreed by the Landlord/s that if any of the documents listed in this agreement are not provided within 14 days of signing the Agency Agreement or prior to a tenancy commencing (whichever is sooner) then we will automatically carry out this assessment at the landlords expense**

**Detailed Inventories**

Tick here if you would **NOT** like this product **OPT OUT**

**Upgrade to in-depth interim check**

Tick here if you would like this product **OPT IN**

Prices start from £60.00 (Inclusive of VAT)

dependant on the size of the property and whether or not it is furnished or part furnished. (Subject to confirmation as not undertaken by this Agency)

Prices start from £60.00 (Inclusive of VAT) per check dependant on the size of the property and whether or not it is furnished or part furnished. (Subject to confirmation as not undertaken by this Agency)

**Check-out Inventories**

Tick here if you would **NOT** like this product **OPT OUT**

**N.B.** If opted out of, the agent will only undertake a basic inspection - outlined within point 8.6

Prices start from £60.00 (Inclusive of VAT)

dependant on the size of the property and whether or not it is furnished or part furnished. (Subject to confirmation as not undertaken by this Agency)

**Issuing all notices including preparation and serving of possession (Section 21, Section 8 etc.)**

£60.00 (Inclusive of VAT)

**Extra Property Visits**

Applicable when The Agent must visit the property outside of our regular maintenance duties where Address Properties are acting on behalf of the landlord. E.g to deliver furniture or to unlock an inaccessible bedroom to attend to a tripped fuse).

A fee of £18.00 (Inclusive of VAT) for call outs within monday - Friday office hours and £60.00 (Inclusive of VAT) for out of hours and weekend call outs is chargeable per visit. The Agent cannot be held responsible for waiting at a property for packages to be delivered or servicemen to arrive / remain for an extended period in excess of a half hour window. This is an additional service and can be arranged at an additional charge (subject to availability).

**Attendance at Court on behalf of Landlord**

£400.00 (Inclusive of VAT) per day, or part thereof, for appearances in Court on Possession Order Matters.

**Tenancy Deposit Protection single claim process**

£50.00 (Inclusive of VAT) (subject to confirmation) In situations where the deposit needs to be recovered via a single claim process due to the Tenant's non-cooperation and a solicitor's stamp is required

**Managing Deposit deductions**

10% + VAT of all funds received back from the deposit subject to a minimum fee of £24 (Inclusive of VAT)

[E.g. if Address Properties fairly deducted £100 from the deposit then you would be charged a total of £12 (Inclusive of VAT)]

**End of Tenancy Property Clean**

Tick here if you would **NOT** like this product **OPT OUT**

From £120.00 (Inclusive of VAT) for a one bedroom property excluding appliances cleans

<b>Sale of Property</b>	Should the tenant purchase the property an introductory sales commission of 1% + VAT on the final sale price shall be charged subject to a minimum fee of £1,200.00 (Inclusive of VAT) [E.g. if the tenant purchased the property for £150,000.00 then you would be charged a total of £1,500 (Inclusive of VAT)]
<b>Overseas Landlord Property Tax</b>	TBC is not undertaken by this Agency. (Unless own accountant is preferred)
<b>Topping up prepayment meters and temporary Internet</b>  N.B. It is advised that landlords set up contracted meters to avoid this expense	£24.00 (Inclusive of VAT) per top up for call outs within office hours Monday - Friday and £60.00 (Inclusive of VAT) for out of hours and weekend call outs
<b>Dealing with utility companies and Internet providers on behalf of landlord</b>	£36.00 (Inclusive of VAT) per hour charged at £6 per 10 minute segment
<b><u>Extra Marketing</u></b>	
<b>Upgraded Photos (Dressed)</b>	£42.00 (Inclusive of VAT)
<b>Virtual Tours &amp; Video</b>	£350.00 (Inclusive of VAT)
<b>Video Only</b>	£250.00 (Inclusive of VAT)
<b>Virtual Tour Only</b>	£250.00 (Inclusive of VAT)
<b>Virtual Tour Re-visits for single room updates</b>	£65.00 (Inclusive of VAT)
N.B. Video and virtual tours include a full property dress to allow the property to be displayed at its best	
<b><u>OTHER CHARGES</u></b>	
<b>Design, print and instal of additional promotional materials including Temporary advertising boards or banners</b>	POA
<b>Additional To-Let boards (one is included)</b>	£40 inclusive of VAT
<b>Introduction of property purchaser</b>	1% + VAT [E.g. if Address Properties introduces a party that purchased the property for £100,000.00 you would be liable for an introduction fee of 1% + VAT which totals £1200 (subject to a minimum fee of £1,200.00 inclusive of VAT)]