

Jacobs and Hunt Estate Agents Ltd

All Charges Payable by the Landlord

List of all charges including VAT

1. Tenant Introduction commission in form of a flat rate fee of **£600**
2. Rent Administration 8%
3. Fully Managed 10%
4. Initial Pre-Tenancy Administration Charges **£250** for completion of the Tenancy Agreement and other set up costs in connection with referencing, inventory and Deposit
5. If you instruct us to proceed with a proposed Tenancy and subsequently withdraw your instructions you agree by signing this Agreement to meet some of the costs and the expenses incurred up to the sum of **£150 including VAT plus all third-party marketing costs.**
6. Additional Services on request at the rate of **£30 including VAT** per hour, plus travel and other reasonable expenses and costs for
 - a) additional visits to a Premises if we are managing,
 - b) serving a Notice under Section 13 of the Housing Act 1988,
 - c) waiting time at a property,
 - d) having extra sets of keys cut,
 - e) arranging cleaning prior to the start of a Tenancy,
 - f) arranging safety checks,
 - g) arranging installation of smoke alarms or carbon monoxide alarms,
 - h) obtaining consent from a Lender or a Superior Landlord.
7. Commissioning an EPC for the property **£110 including VAT**
8. Commissioning Portable appliance testing **£110 including VAT**
9. Commissioning a Gas Safety Certificate **£120 including VAT**
10. Preparation of an Inventory and Schedule of Condition and Check In on behalf of the Landlord by an inventory clerk will depend on the size and style of the Premises. Estimates will be given upon request. The cost of the preparation of the Inventory and Check In is borne by the Landlord.
11. Preparation of a Memorandum of Agreement for extending a Tenancy including a Rent review **£95 including VAT.**
12. Service of Notices to terminate a Tenancy **when we are not managing** the Premises **£50 including VAT.**
13. Visits during a void period using our caretaking service **£30 including VAT** for one visit each week during office hours.
14. Instructing contractors during a void period or if we are not managing the Premises **£30 including VAT** payable in advance together with the cost of the contractor. This Service is only offered provided we have written instructions from the Landlord and hold sufficient cleared funds to cover the cost of the work plus our fees.
15. If the Landlord is not resident in the UK and unless an exemption certificate is provided by HMRC, an administration fee of **£30 including VAT** each quarter for tax retention and completion of the documentation required by the Centre for Non-Residents.