

## SCALE OF CHARGES FOR ADDITIONAL LANDLORD SERVICES

<p><b>CONSULTANCY</b> <i>Includes; Additional visits to premises we are managing, serving a Notice under Section 13, waiting time at property, having extra keys cut, arranging cleaning prior to start of Tenancy, arranging safety checks, arranging installation of smoke alarms or carbon monoxide alarms, arranging EPC's or obtaining consent from a lender of superior Landlord.</i></p>	<p style="text-align: center;"><b>£30 per hour plus VAT</b> <i>(SUBJECT to MIN 1 Hour)</i> <i>*Plus travel and reasonable expenses/costs</i></p>
<p><b>PREPARATION OF INVENTORY</b> <i>*Depending on size and style of property - Estimates given upon request.</i></p>	<p style="text-align: center;"><b>*from £120 plus VAT</b></p>
<p><b>STANDARD TENANCY AGREEMENT</b></p> <p><b>NOTICE OF EXTENSION DOCUMENT</b></p>	<p style="text-align: center;"><b>£100 plus VAT</b> <b>£150 plus VAT (let only service)</b></p> <p style="text-align: center;"><b>£60 plus VAT</b></p>
<p><b>ALTERATIONS TO TENANCY AGREEMENTS</b> Checking and making alterations to Tenancy Agreements</p>	<p style="text-align: center;"><b>£30 plus VAT</b> <i>Per hour or part of an hour</i></p>
<p><b>SERVICE OF NOTICES – Non Managed</b> <b><i>To terminate a Tenancy</i></b> - when we are not managing the property</p>	<p style="text-align: center;"><b>£80 plus VAT</b></p>
<p><b>VISITS DURING A VOID PERIOD</b> <i>One visit each week during office hours</i></p>	<p style="text-align: center;"><b>£30 plus VAT</b> <i>Each Visit</i></p>
<p><b>INSTRUCTING CONTRACTORS DURING A VOID PERIOD – Non Managed properties</b> <i>If we are NOT managing the property</i> <i>**Only offered if we have written instruction from the Landlord and cleared funds to cover cost of works and our fees.</i></p>	<p style="text-align: center;"><b>£30 plus VAT</b> <i>In advance together with cost of contractor.</i></p>
<p><b>SUPERVISORY FEE - WORKS OVER £200 MANAGED PROPERTIES</b> <i>Any works over £200 are subject to a minimum charge ** Larger amounts should be transferred to us in advance along with fee before works can commence.</i></p>	<p style="text-align: center;"><b>10% OF TOTAL COST</b> <b>**SUBJECT TO MIN FEE OF £30 PLUS VAT</b></p>
<p><b>TDS REGISTRATION</b> <i>L&amp;R &amp; Full Managed.</i> <i>Tenant Introduction</i></p>	<p style="text-align: center;"><b>£25 plus VAT</b> <b>£55 plus VAT</b></p>
<p><b>RENT REVIEW &amp; SECTION 13 NOTICE</b> <i>Rent review, advising Landlord of current prevailing market conditions. Section 13 Notice (where required) Directing Tenant to make payment change.</i></p>	<p style="text-align: center;"><b>£50 plus VAT</b></p>
<p><b>TDS/ADJUDICATION CLAIM</b> <i>*To be negotiated individually with Landlord – dependant on size of claim/amount of work.</i></p> <p><b>COURT/TRIBUNAL ATTENDANCE</b> <i>**PLUS any reasonable costs and expenses</i></p> <p><b>BAILIFF APPOINTMENT</b></p>	<p style="text-align: center;"><b>*From £90 plus VAT</b></p> <p style="text-align: center;"><b>£150 plus VAT</b></p> <p style="text-align: center;"><b>£100 plus VAT</b></p>