

## Landlord Fees Schedule

### Full Management and Rent Collection Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT

<b>Full Management</b> Percentage of the rent payable for the full duration of the Contract term (as defined) Payable monthly.  Compliance Fee	18% of the rent, inclusive of VAT (15%+VAT)  £14.40 inclusive of VAT (£12.00 + VAT) per month
<b>Rent Collection Service</b> Percentage of the rent payable for the full Occupation Contract term (as defined) including all renewal periods. Payable monthly  Protection and holding of Occupation Contract deposit OR Contribution towards administration of No Deposit Scheme	14.4% of the rent, inclusive of VAT (12% +VAT)  £7.20 inclusive of VAT (£6.00 + VAT) per month

### Plus

Set Up Fee (This Fee includes a Occupation Contract and transfer and management of your utilities)	60% inclusive of VAT (50% + VAT) of one months' rent
Inventory /Check Out Preparation	Studio/1 Bedroom £250.00 (£208.33 + VAT) 2 Bedrooms £260.00 (£216.67 + VAT) 3 Bedrooms £270.00 (£225.00 + VAT) 4 Bedrooms £280.00 (£233.33 + VAT) 5 Bedrooms £290.00 (£241.67 + VAT)  Prices for larger properties available on request All prices including VAT
Landlord Renewal	£180.00 inclusive of VAT (£150.00 + VAT)
PEP and Sanctions Check Fee <i>*This fee will be due when the Compliance Fee or TDS/No Deposit Fee is not charged</i>	£24.00 inclusive of VAT (£20.00 + VAT)
Premier Service	5.4% of the monthly rent inclusive of VAT (4.5% + VAT) for rental amounts of £1,749 or less per calendar month Or 4.8% of the monthly rent inclusive of VAT(4%+VAT) for rental amounts of £1,750 or more per calendar month

### For Short Lets (Less than 6 months) – Full Management Service Only

### (Non-Housing Act Tenancies Only)

31.2% inclusive of VAT (26% + VAT) of the total rent payable under the Tenancy or any continuation of it either as a fixed term or periodic whether or not the Agent is instructed to act on the Landlord's behalf. Payment of the whole 31.2% including VAT will be payable in advance and collected at the start of the Tenancy.

Subject to a minimum of £1,500.00 inclusive of VAT (£1,250.00 +VAT)

### Introduction Only Fees

If during the Sole Agency period other agents are instructed, the commission rate will be increased by 20% including VAT of one month's rent.

Contract-holder Introduction Only Services	10.8% inclusive of VAT (9% + VAT)* of the first 12 months' rent on a sole agency deducted from first rent payment or if the first month's rent does not cover the value of the invoice the funds are payable prior to completion.  £240.00 inclusive of VAT (£200.00 + VAT)* for any renewal or extension of any Contract or for any Rent review thereafter, payable on commencement of the renewal Term or rental period or commencement of the rent review process.  *Sole Agency
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Moginie James is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK.



Protection of the Deposit with The Dispute Service	£114.00 inclusive of VAT (£95.00 + VAT) payable on the commencement of the Occupation Contract
PEP and Sanctions Check Fee	£24.00 inclusive of VAT (£20.00 + VAT)
Provision of the written statement	£360.00 inclusive of VAT (£300.00 + VAT) per contract
Inventory and Check Out Preparation	Full inventory services available, ask in branch for details

### Standard/Additional Fees – applicable to all contracts

Legal Fees (All charges are included if the Premier Service has been purchased) – Fees quoted below are inclusive of VAT

Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Service of a Legal Notice for Possession*	£72.00

### Additional Fees – Fees quoted below are inclusive of VAT unless otherwise stated

Instruction of either a gas safety record, electrical certificates or portable appliance test	Contractor invoice plus £30.00** arrangement
EPC (Energy Performance Certificate)	From £114.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Service of a legal notice	£72.00
Pre-Tenancy Withdrawal	£1,000.00
Tenancy Switch Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00
Tenancy Switch Fee (Agent Instructed on Introduction Only Service)	£420.00
Amending an Occupation Contract at a Landlord's request to include issuing amended contracts.	£60.00
Periodic Rent Review Fee	£150.00
Deposit Dispute Submission Fee	£120.00
Upgrade in service level from Introduction Only to the Managed Service	£200.00
Key cutting	Invoice value plus £12.00 per set
Shopping fee	Invoice value plus £42.00
Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£59.40
Additional financial Information required	£60.00 per hour
Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT	12% of the contractor's invoice
Arrangement of Insurance work or refurbishment work or purchase of replacement furniture	12% of the contractor's invoice
Abortive Check In Fee	£120.00
Dwelling Inspections and Visits Additional visits made by the Agent to the Dwelling at the specific request of the Landlord	£42.00 per Dwelling visit
Additional Dwelling Visits to comply with the conditions of a property licence	£42.00 per Dwelling visit
Dwelling Visits to Unoccupied Dwelling	From £80.00 per property visit
Waiting at Dwelling on behalf of the Landlord	£60.00 per hour
Licence application on behalf of Landlord	£390.00 plus any reasonable expenses or disbursements
Administer Tax to HMRC for and on behalf of the Landlord	£15.00 per annum
International payments	£30 per transaction
Withdrawal Fee (applicable to periodic occupation contract)	Equivalent to 2 months' rent plus VAT

\*included in Managed Service

\*\*£30.00 arrangement Fee included in Managed Service