

## SUMMARY OF OUR STANDARD FEES FOR LETTINGS

Landlords		All prices are inclusive of VAT.
<b>Service Type</b>		
Tenant Find Only (TFO)	<ul style="list-style-type: none"> <li>14.4% of rent due for the term of the initial tenancy agreement</li> </ul>	
Tenancy Management (TM) service	<ul style="list-style-type: none"> <li>14.4% of all rent due from the tenant(s) for the original term of the tenancy and any extension (annual, in advance and reduced to 13.2% from 3<sup>rd</sup> renewal)</li> </ul> <p>Note: the fees payable continue for tenant(s) we have introduced and remain in residence throughout the entire original period of the Tenancy Agreement and any renewal or fixed extension</p>	
Property Management (PM) service	<ul style="list-style-type: none"> <li>7.2% of monthly rent (9.6% if a licensable HMO). Please note that we also expect you to fund a reserve fund of not less than £200.00 per property for any emergency repairs.</li> </ul>	
Chancellors Premier Service	<ul style="list-style-type: none"> <li>4.2% of the agreed monthly rental</li> </ul>	
<b>Administration Fees</b>		
Administration fees	£300.00 (share of cost of considering tenants' applications, administering pre tenancy arrangements, booking & facilitating of contractor appointments and preparation of the tenancy agreement) For our TFO service this is £500.00	
Referencing fees	<ul style="list-style-type: none"> <li>TM and PM services</li> <li>TFO</li> </ul>	<ul style="list-style-type: none"> <li>£60.00 per tenancy</li> <li>£60.00 per tenant and guarantor</li> </ul>
Renewal administration fees	£120.00 (when a tenancy is renewed: reduced to £60.00 when the tenancy becomes a periodic tenancy after expiry of the initial term)	
Tenancy Deposit Scheme - Where we hold the deposit	<ul style="list-style-type: none"> <li>TM and PM services</li> <li>TFO</li> </ul>	<ul style="list-style-type: none"> <li>£30.00</li> <li>£75.00 per annum in advance and £350 at end of tenancy</li> </ul>
Where only PM service, Initial Set Up fee	<ul style="list-style-type: none"> <li>£100.00 set up fee</li> </ul>	
Abortive fees (if an offer is agreed by you, you instruct us to proceed with formalities and then you withdraw)	<ul style="list-style-type: none"> <li>50% of TFO or TM fees or £390 (whichever greater)</li> <li>Other costs incurred by us may also be charged</li> </ul>	
<b>Other Services (where PM not chosen)</b>		
Vacant Property:	<ul style="list-style-type: none"> <li>Management</li> <li>Visit</li> </ul>	<ul style="list-style-type: none"> <li>£75 (upon signing or, if later, when property becomes vacant) per part month</li> <li>£75 per visit</li> </ul>
Check-In, Inventories, Gas, Fixed Wiring and PAT	£75 for each order (plus contractor charge): gas safety, fixed wiring and portable appliance inspection tests where PM service not chosen and after tenancy commencement	
Debtor Management service	<ul style="list-style-type: none"> <li>£105 per hour (minimum of one hour, then charged in units of 15 mins at £27.54 and is chargeable for all travel time)</li> <li>Disbursements for travel charged at cost (with mileage at 54p per mile)</li> </ul>	
<b>Tasks outside our TFO, TM or PM services</b>		
Renewal/replacement of contents/fixtures/fittings	£75 / 12% of cost (Whichever is greater)	
Works upon insurer's instruction	12% of the total value of works	
HMO application (where PM not chosen)	<ul style="list-style-type: none"> <li>Initial application</li> <li>Renewal of HMO application</li> </ul>	<ul style="list-style-type: none"> <li>£360</li> <li>£120 (plus any fees charged to Local Authority)</li> </ul>
Key Cutting	£75 (to arrange key cutting)	
All other tasks	£90 per hour unless otherwise stated (for tasks outside our normal services, for example: debt collecting; court appearances; fair rent assessment)	
Refurbishments	12% of the cost of the works before VAT <ul style="list-style-type: none"> <li>Minimum fee payable at instruction: £75</li> <li>Fee for a property visit if instructions then cancelled: £120</li> </ul>	
<b>Tenants</b>		All prices are inclusive of VAT.
Tenant administration fees are as set out in the Application form. For all tenancies exchanged prior to 1 <sup>st</sup> June 2019 these fees will remain in place until 1 <sup>st</sup> June 2020. Please refer to the application form signed prior to 1 <sup>st</sup> June 2019 for the detail of these fees. All tenancies exchanged from 1 <sup>st</sup> June 2019 will be in line with tenant fee ban legislation and the charges detailed below.		
<b>Once your offer on a property is agreed, your application is subject to:</b>		
Note: The charges below will not apply in Wales in line with requirements set out by Welsh Government Guidance and Rent Smart Wales.		
Commitment To Rent Agreement	The Tenant will be liable to pay an amount equal to 1 weeks rent in the event that the tenancy fails to progress for due to an event occurring as set out in the Application Form which details the terms of the Commitment To Rent Agreement.	
Refundable Holding deposit	A Landlord may require a payment of up to 1 weeks rent, instead of the Commitment to Rent Agreement terms. CGEAL will not be party to any payment arrangements or terms associated with the payment. Tenants will deal directly with the Landlord on any payment arrangements and should not make payment to any CGEAL named bank account for these monies. Tenants should ensure they are wholly satisfied that the Refundable Holding Deposit arrangements are in line with current regulations before making any payment.	
The Residency	Monthly subscription <ul style="list-style-type: none"> <li>Rent up to £1000.00 = £45.00</li> <li>Rent £1001.00 to £1500.00 = £60.00</li> <li>Rent £1501.00 to £2000.00 = £75.00</li> <li>Rent £2001.00 or over = £85.00</li> </ul> **if adjudication is required through HF Resolution then a payment of £222.00 will be required**	
<b>Fees when you vacate</b>		
Early termination (where agreed with the landlord)	<ul style="list-style-type: none"> <li>The outstanding rent payable to the landlord under the tenancy;</li> <li>Handling fee of £50.00 plus reference fee of £50.00</li> <li>£19.98 towards the landlord's administration costs of registering the deposit with the TDS (Tenancy Deposit Scheme) should the landlord be registered with this scheme.</li> <li>Landlords associated costs of setting up the new tenancy, inventory and check in fee</li> </ul>	
Administration fees for tenancy swap	<ul style="list-style-type: none"> <li>£50.00 on each occurrence</li> </ul>	