

## 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>	
Property Management (PM) service	<ul style="list-style-type: none"> <li>7.2% of monthly rent (9.6% if a licensable HMO)</li> <li>Please note that we also expect you to fund a reserve fund of not less than £200 per property for any emergency repairs.</li> </ul>	
<b>Administration Fees</b>		
Administration fees	£200 (share of cost of considering tenants' applications, references and preparation of the tenancy agreement)	
Renewal administration fees	£99.96 (when a tenancy is renewed: reduced to £49.98 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>£19.98</li> <li>£50 per annum in advance and £350 at end of tenancy</li> </ul>
Where only PM service, Initial Set Up fee	£99.96	
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 is 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>
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 hr (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 tenancy</li> </ul>	<ul style="list-style-type: none"> <li>£360</li> <li>£120 (plus any fees charged to Local Authority)</li> </ul>
Key Cutting	£60 (to arrange key cutting)	
All other tasks	£90 per hr 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: £60</li> <li>Fee for a property visit if instructions then cancelled: £120</li> </ul>	
<b>Tenants</b>		All prices are inclusive of VAT.
<b>Once your offer on a property is agreed, our fees upon your application:</b>		
Applicant administration fee	£160 (for each prospective tenant)	
Guarantor administration fee	£160 (for each prospective guarantor)	
Delayed response administration fee	£80 (where responses to reference check not provided within 30 days of application date)	
<b>Fees Before you move in:</b>		
Payment charges	Where a credit card is used: 1.26% of the transaction amount.	
<b>Fees During Tenancy or Before Tenancy is Renewed</b>		
Administration fee	£34 (on each occasion where rent is not paid by standing order)	
Tenancy renewal fee	£99.96 (plus £49.98 per tenant should the landlord wish to re-reference), or £49.98 where a tenancy becomes a statutory periodic tenancy for whatever reason	
Re-presented cheques	£75	
Gas and electrical safety appointment	£90 per hr (where tenant requests CGEAL to attend in place of the tenant)	
Tenancy Agreement Renewal	£75 (where a re-issue is required due to tenant providing inaccurate information)	
<b>Fees when you vacate</b>		
Early termination (where agreed with the landlord)	<ul style="list-style-type: none"> <li>3 weeks' rent (plus VAT) (these are our fees for acting for you to find a new tenant: you can make your own marketing arrangements);</li> <li>£160 towards the landlord's administration costs of setting up a new tenancy;</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> </ul>	
Administration fee for mid-tenancy swap of a tenant	£99.96 (for the landlord's administration fee, payable by the tenant)	
Administration fees for tenancy swap	<ul style="list-style-type: none"> <li>£99.96 per existing tenant or guarantor when referencing required;</li> <li>£49.98 per existing tenant when referencing is not required;</li> </ul>	
Administration fee to refund payments	£34.50 (where a tenant fails to cancel their standing order and pays rent not due after the end of the tenancy)	
Administration fee for arranging contractors	£34.50 for each individual contractor arranged.	
Reference request fee	£18	

Chancellors is a member of the Tenancy Deposit Scheme – an approved scheme. Chancellors is proud to be a member of Ombudsman Services: Property. CGEAL is a member of the National Federation of Property Professionals Client Money Protection Scheme

This document is intended as a summary of our standard fees and charges. We are happy to discuss varying our fees and charges based on your circumstances. Any variation must be agreed in writing – all oral discussions are subject to contract. (26 January 2017)