

## SCALE OF CHARGES

**Introduction Only Service:** 60% plus VAT (72% including VAT)

Payable for each letting where the tenant is introduced through the Agent and the landlords use their own documents and paperwork.

**Documents Only Service:** 60% plus VAT (72% including VAT)

Payable for each letting where the landlord ops to find the tenant but require the tenancy documents to be carried out by the Agent.

**Tenant Find Service:** 84% plus VAT (100% including VAT)

Payable for each letting where the tenant is introduced through the Agent. This covers both the introduction and documents services.

**Letting and Rent Collection Service :** Contact a member of staff if you would like to enquire about this service.

**Full Management Service:** 14.2% plus VAT (17% including VAT) of the rent received + 70% plus VAT (84% including VAT) of one month's rent tenant find fee (payable on completion of the paperwork for each new let).

This covers all of the above services and the management of the property while the tenant occupies the property. Should the tenancy be renewed the renewal service fee will apply, see below.

**Tenancy Renewal Service:** 20% plus VAT of one month's rent (24% including VAT) Subject to a minimum fee of £100 plus VAT (£120.00 Including VAT)

Payable for each renewal on any of the above services.

All fees above relate to our standard services only. Any additional services/products outside of this will have additional charges applied such as gas safety, HMO licences, deposit registration etc. The fees under the above services are payable when any individual or organisation enters into an agreement to rent the property as a result of our promotion, introduction, or viewing by the agent or when a landlord requests the documents only service.

For all services above: Should other agencies, landlord or reference companies charge a fee to provide tenant references the fee(s) will be in addition to our fee above.

### **Additional Charges** (If required as an additional service or not included as part of the services above)

The services below are not always available as additional services please speak to a member of staff

Tenant referencing	£60.00(inclusive of VAT) per tenant
Guarantor referencing	£60.00(inclusive of VAT) per tenant
Tenancy agreement Fee	60%* of one month's rent (inclusive of VAT)
Inventory service	starting from £60 to £420.00* (inclusive of VAT) *depending on the size and furnishing of a property
Duplicate statements/documents	£6.00 per document (inclusive of VAT)
Professional hourly rate	£48.00 (inclusive of VAT) charged by the agent when required to carry out any additional services
Help with HMO licence paperwork	£180.00 (inclusive of VAT) charged by the agent
Check in	£120.00 (inclusive of VAT)
Check out	£180.00 (inclusive of VAT)
Vacant or additional inspections	£60.00 (inclusive of VAT) (per visit)
Major works fee	17% (inclusive of VAT)

## **Minimum Fee**

Where the landlord cancels the contract a minimum fee of 17% (inclusive of VAT) of the total rent for the contract period (not exceeding six month's rent ) will be charged, or the equivalent of the tenant find fee, whichever is greater. Any other additional products and services fees will also apply such as inventory service, deposit registration, additional administration, gas safety etc.

VAT is payable at the prevailing rate on all our fees. In accordance with consumer legislation it is quoted as included in the prices stated above.

## **Scale of charges for other income**

(All fees are per property unless otherwise stated)

**Tenant fees do not apply to tenants of assured shorthold tenancies, student accommodation or licences but may apply for other tenancy types.**

Only ASTs (assured shorthold tenancies), student accommodation, and licences are affected by the 2019 tenant fee ban. Company lets and non-assured tenancies are exempt. A non – refundable administration fee of 60%\* of one month's rent plus VAT will still apply for these tenancies.

The fees charged to the tenant may change and we will endeavour to inform you of such a change at the earliest opportunity.

If applicable we also seek clients consent to receive commissions from:

Contractors, deposit replacement product providers, insurance companies, mortgage brokers, referencing companies and utility providers and others.

**For Managed properties only:** When requested in writing by a lettings agency, referencing company or private landlord a basic reference/ confirmation of tenancy, can be supplied for free this will only state if a client was a tenant and the tenancy from and to dates, no further information can or will be given. For a full reference or further information a £30 fee will be charged payable by agencies, landlords or referencing companies. **We are not able to supply a reference of any other service type.**

**Groves Residential is a member of UKALA Total Loss CMP, which is a client money protection scheme, and also a member of PRS Property Redress Scheme, which is a redress scheme through our UKALA membership. You can find out more information on the websites or by contacting us directly.**