

## Fee Schedule

Letting, Rent Collection and Management Service	12% of the rent plus VAT (14.4% inclusive of VAT) <i>Sole Agency</i> 14% of the rent plus VAT (16.8% inclusive of VAT) <i>Joint Agency</i>
Letting and Rent Collection Service	10% of the rent plus VAT (12% inclusive of VAT) <i>Sole Agency</i> 11% of the rent plus VAT (13.2% inclusive of VAT) <i>Joint Agency</i>
Set Up Fee This includes preparation of your tenancy agreement and inventory	Equivalent to one week's rent subject to a minimum of £295.00 + VAT (£354.00 inclusive of VAT)
Contribution towards the renewal agreement fee	£70.00 + VAT (£84.00 inclusive of VAT)
Zero Deposit Option protection fee	£4.80 inclusive of VAT (£4.00 + VAT) payable monthly
Protection of the tenancy deposit with The Dispute Service	£4.00 + VAT (£4.80 inclusive of VAT) payable monthly
Instruction to a Domestic Energy Assessor for an Energy Performance Certificate	£95.00 + VAT (£114.00 inclusive of VAT)
MEES (Minimum Energy Efficiency Standards) Report	£67.50 + VAT (£81.00 inclusive of VAT)
EPC + (Instruction to a Domestic Energy Assessor for an Energy Performance Certificate and MEES report)	£112.50 + VAT (£135.00 inclusive of VAT)
Instruction of either a gas safety record or electrical certificate	Cost of contractor invoice plus £25.00 + VAT (£30.00 inclusive of VAT)
Project manage on behalf of the Client any major works exceeding £500 + VAT	10% + VAT (12% inclusive of VAT) of the contractor's invoice
Visits made by the agent to the property at the specific request of the client	£35.00 + VAT (£42.00 inclusive of VAT) per property visit
Progressing insurance claims	10% of the settlement + VAT (12% inclusive of VAT)
* Providing documentation to solicitors for Fast Track Possession only	£40.00 + VAT (£48.00 inclusive of VAT)
* Providing documentation to solicitors for Rent Arrears and Possession	£40.00 + VAT (£48.00 inclusive of VAT)
* Court appearance by a Leaders representative as necessary	£100.00 + VAT per half day (£120.00 inclusive of VAT)
Shopping fee Where the agent is required to purchase minor items on behalf of the client	£35.00 + VAT (£42.00 inclusive of VAT)
Cutting of keys	Cost of invoice plus £10.00 + VAT (£12.00 inclusive of VAT)
Carbon monoxide detectors and smoke alarms	£27.00 + VAT (£32.40 inclusive of VAT) for each alarm plus cost of contractor
Leasehold Liability Protection	£75.00 plus Insurance Premium Tax (£84.00 inclusive of IPT)
Tenancy deposit dispute resolution	£75.00 + VAT (£90.00 inclusive of VAT)
Tax Return Service Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£35.00 + VAT (£42.00 inclusive of VAT) per annum
Early Determination Fee Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Leaders an early determination fee	£500.00 + VAT (£600.00 inclusive of VAT)
Sale of the Property to a tenant or third party The introduction of a buyer (the tenant or third party), subject to contract, and issue of Sales Memorandum. Payable on completion of sale	1.5% + VAT (1.8% inclusive of VAT) of the sale price

\* Fees marked with an asterisk are covered in full for those clients who have chosen to take advantage of the Leaders Premier Rent Guarantee Service

Leaders Limited is a part of the National Federation of Property Professionals Client Money Protection Scheme through their membership of ARLA PropertyMark (The Association of Residential Letting Agents).  
Leaders Limited is a member of The Property Ombudsman being the largest lettings redress scheme in the UK.

### Fee Schedule

Let Only Service for a six month tenancy	Equivalent to 3 week's rent plus VAT and subject to a minimum charge of £450.00 + VAT (£540.00 inclusive of VAT) Payable in advance or deducted from first rent payment
Let Only Service for a twelve month tenancy	Equivalent to the 4 week's rent plus VAT and subject to a minimum charge of £600.00 + VAT (£720.00 inclusive of VAT) Payable in advance or deducted from first rent payment
Tenancy Agreement	£35.00 + VAT (£42.00 inclusive of VAT)
Protection of the tenancy deposit with The Dispute Service	£95.00 + VAT (£114.00 inclusive of VAT) payable on commencement of the tenancy
Tenancy deposit dispute resolution	£75.00 + VAT (£90.00 inclusive of VAT)
Re-issuing the prescribed information subject to change in circumstances	£35.00 + VAT (£42.00 inclusive of VAT) for each re-issue
Inventory / Check out preparation	Full inventory services are available, ask in branch for details
Renewal agreement fee	£70.00 + VAT (£84.00 inclusive of VAT)
Instruction to a Gas Safe registered contractor to carry out a Gas Safety Record	Cost of contractor invoices plus £25.00 + VAT (£30.00 inclusive of VAT)
Instruction to a Domestic Energy Assessor for an Energy Performance Certificate	£95.00 + VAT (£114.00 inclusive of VAT)
MEES (Minimum Energy Efficiency Standards) Report	£67.50 + VAT (£81.00 inclusive of VAT)
EPC + (Instruction to a Domestic Energy Assessor for an Energy Performance Certificate and MEES report)	£112.50 + VAT (£135.00 inclusive of VAT)
Electrical installation and appliance checks	Cost of contractor invoices plus £25.00 + VAT (£30.00 inclusive of VAT)
Cutting of keys	Cost of invoice plus £10.00 + VAT (£12.00 inclusive of VAT)
Preparation of documents on behalf of the client relating to the sale of the property	£35.00 + VAT (£42.00 inclusive of VAT)
Sale of the property to the tenant or third party	1.5% + VAT of the purchase price (1.8% inclusive of VAT)
Carbon monoxide detectors and smoke alarms	£27.00 + VAT (£32.40 inclusive of VAT) for each alarm plus cost of contractor
Leasehold Liability Protection	£75.00 plus Insurance Premium Tax (£84.00 inclusive of IPT)
Time limited right to rent review checks	£75.00 + VAT (£90.00 inclusive of VAT)
<b>Early Determination Fee</b> Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Leaders an early determination fee	£500.00 + VAT (£600.00 inclusive of VAT)

Leaders Limited is a part of the National Federation of Property Professionals Client Money Protection Scheme through their membership of ARLA PropertyMark (The Association of Residential Letting Agents).

Leaders Limited is a member of The Property Ombudsman being the largest lettings redress scheme in the UK.