

## Schedule of Fees

### Standard 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>	18% of the rent inclusive of VAT (15% + VAT)
<b>Rent Collection Service</b>	15.6% of the rent inclusive of VAT (13% + VAT)
<b>Set Up Fee</b>	Equivalent to 1.8 weeks' rent inclusive of VAT subject to a minimum of £540.00 inclusive of VAT (£450.00 + VAT)
This fee includes a Tenancy Agreement, Inventory & Schedule of Condition and transfer and management of your utilities	
<b>Landlord Renewal Agreement</b>	£102.00 inclusive of VAT (£85.00 + VAT)
<b>Landlord Check-out Fee</b>	£102.00 inclusive of VAT (£85.00 + VAT)
<b>Compliance Indemnity</b>	£13.20 inclusive of VAT (£11.00 + VAT) per month
Either of the following fees will apply should the Compliance Indemnity fee not be applicable:	
<b>No Deposit Option Protection Fee</b>	£4.80 inclusive of VAT (£4.00 + VAT) payable monthly
<b>Protection of the Tenancy deposit with The Dispute Service</b>	£4.80 inclusive of VAT (£4.00 + VAT) payable monthly

### Additional Fees

All the additional fees listed in this section include VAT or IPT and are only charged as required

<b>Premier Rent Guarantee Service</b> - Complete peace of mind with your rent guaranteed	4.2% of the monthly rent
<b>Safety - Compliance with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and Gas Safety (Installation and Use) Regulations 1998</b>	
<b>Carbon monoxide detectors and smoke alarms</b>	Contractor installation invoice plus £32.40 for each alarm
Instruction of either a <b>gas safety record or electrical certificate</b>	Contractor invoice plus £30.00 arrangement.
<b>Energy Efficiency - Compliance with EPC Regulations 2012</b>	
<b>EPC</b> (Energy Performance Certificate)	£90.00
<b>Desktop MEES (Minimum Energy Efficiency Standards) Report</b>	£48.00
<b>Green Deal Assessment</b>	£150.00
<b>Key Cutting</b>	Invoice value plus £12.00
<b>Shopping fee</b>	Invoice value plus £42.00 inclusive of VAT
Project manage on behalf of the Landlord any major works exceeding £500 + VAT	12% of the contractor's invoice
<b>Property Inspections and Visits</b>	
Additional visits made by the agent to the property at the specific request of the Landlord	£42.00 inclusive of VAT per property visit
<b>Legal (All charges are included if the Premier Rent Guarantee has been purchased)</b>	
<b>Providing fast track possession documents</b>	£48.00
<b>Court appearance notes</b>	£120.00
<b>Tax</b>	
Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£42.00
<b>Optional fixed cost Insurances</b>	
<b>Leasehold Liability Protection</b>	£84.00
<b>Emergency Repair Service</b>	£126.66
<b>Sales</b>	
<b>Early Termination Fee</b>	
Should the Landlord sell the property with the tenant in situ then the Landlord hereby agrees to pay Leaders an early Termination fee. This fee is waived if we sell the property.	£600.00
<b>Sale of the Property to a tenant or third party</b>	
The introduction of a buyer (the tenant or third party), subject to contract, and issue of Sales Memorandum. Payable on completion of sale	1.8% of the sale price

## Fee Schedule

Introduction Only Fee	10% of the rent plus VAT (12% inclusive of VAT) for the full tenancy term (as defined) including all renewal periods Payable in advance or deducted from first rent payment
Set Up Fee This fee includes a Tenancy agreement and Inventory & Schedule of Condition	Equivalent to one week's rent subject to a minimum of £225.00 + VAT (£270.00) includes tenancy agreement and inventory
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	£75.00 + VAT (£90.00 Inclusive of VAT)
Desktop MEES (Minimum Energy Efficiency Standards) Report	£40.00 + VAT (£48.00 inclusive of VAT)
Green Deal Assessment	£125.00 + VAT (£150.00 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)
Early Termination Fee Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Leaders an early termination fee	£500.00 + VAT (£600.00 inclusive of VAT)



Leaders 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