

Schedule of Fees

Rent Collection & Full Management 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.

Full Management	12% of the rent inclusive of VAT (10% + VAT)
Rent Collection Service	9.6% of the rent inclusive of VAT (8% + VAT)
Set Up Fee This fee includes a Tenancy Agreement and transfer and management of your utilities	£300.00 inclusive of VAT (£250.00 + VAT)
Inventory & Schedule of Condition	£150.00 inclusive of VAT (£125.00 + VAT)
Landlord Renewal Agreement	£114.00 inclusive of VAT (£95.00 + VAT)
Landlord Check-out Fee	£102.00 inclusive of VAT (£85.00 + VAT)
Compliance Indemnity	£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:	
No Deposit Option Protection Fee	£4.80 inclusive of VAT (£4.00 + VAT) payable monthly
Protection of the Tenancy deposit with The Dispute Service	£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

Premier Rent Guarantee Service - Complete peace of mind with your rent guaranteed	4.2% of the monthly rent
Safety - Compliance with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and Gas Safety (Installation and Use) Regulations 1998	
Carbon monoxide detectors and smoke alarms	Contractor installation invoice plus £32.40 for each alarm
Instruction of either a gas safety record or electrical certificate	Contractor invoice plus £30.00 arrangement.
Energy Efficiency - Compliance with EPC Regulations 2012	
EPC (Energy Performance Certificate)	£90.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Key Cutting	Invoice value plus £12.00
Shopping fee	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
Property Inspections and Visits	
Additional visits made by the agent to the property at the specific request of the Landlord	£42.00 inclusive of VAT per property visit
Legal (All charges are included if the Premier Rent Guarantee has been purchased)	
Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Tax	
Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£42.00

Additional Rent Collection & Full Management Fees continued...

Optional fixed cost Insurances

Leasehold Liability Protection	£84.00
Emergency Repair Service	£126.66

Sales

Early Determination Fee

Should the Landlord sell the property with the tenant in situ then the Landlord hereby agrees to pay Leaders an early determination fee. This fee is waived if we sell the property.	£600.00
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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	1.8% of the sale price
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Tenant Introduction Only Fees

Tenant Introduction Only Service	One month's rent plus VAT, subject to a minimum of £350 plus VAT (£420.00 inclusive of VAT), payable in advance or deducted from first rent payment
Protection of the Tenancy Deposit with The Dispute Service	£55.00 + VAT (£66.00 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
Landlord Renewal Agreement	£95.00 + VAT (£114.00 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 Determination Fee	£500.00 + VAT (£600.00 inclusive of VAT)
Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Leaders an early determination fee	

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

