

| Landlord fees  | Fees or Charges  |
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| <b>Letting Service Fee</b> Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations   | <b>4 weeks rent plus VAT</b> If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200 incl. VAT   |
| <b>Discounted Letting Service Fee</b> Where Property Management or Rent Collection Service is taken  | <b>2 weeks rent plus VAT</b> If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600 incl. VAT   |
| <b>Enhanced Marketing service</b> Including marketing of your property with our exclusive social media technology, FLINK™  | <b>£275 incl. VAT</b>  |
| <b>Discounted Enhanced Marketing service</b> Where Property Management or Rent Collection Service is taken   | <b>£220 incl. VAT</b>  |
| <b>Tenancy Set Up</b> Including producing the Tenancy agreement, completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works   | <b>£594 incl. VAT</b>  |
| <b>Property Management Service</b> Including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection   | <b>20.4% incl. VAT of rent payable</b>   |
| <b>Rent Collection Service</b> Including rent collection, regular accounts statements, regular arrears checks and chasing of late payments   | <b>14.4% incl. VAT of rent payable</b>   |
| <b>Extension Set Up</b> Production of Fixed Term Standard Tenancy or Periodic Standard Tenancy   | <b>£180 incl. VAT</b>  |
| <b>Management Takeover Setup Fee</b>   | <b>£180 incl. VAT</b>  |
| <b>Landlord proof of ownership admin fee</b>   | <b>£30 incl. VAT</b>   |
| <b>Instruction of another agent during sole agency period with Felicity J Lord – Administration Fee</b>  | <b>£360 incl. VAT</b>  |
| <b>Withdrawal from entering into a Tenancy having instructed Felicity J Lord to proceed – Administration Fee</b>   | <b>£360 incl. VAT</b>  |
| <b>Paper copies of statements of account</b>   | <b>£3.00 per month incl. VAT</b>   |
| <b>Tax retention and completion of documentation for HMRC</b>  | <b>£99 per quarter incl. VAT</b>   |
| <b>Administration fee for the provision of NRL gross annual income and expenditure statement to HMRC</b>   | <b>£50 incl. VAT</b>   |
| <b>Provision of a statement showing gross income and expenditure for the year</b>  | <b>£120 incl. VAT</b>  |
| <b>Negotiations of deductions from deposit or flatbond</b> Where Property Management Service not taken   | <b>£300 incl. VAT</b>  |
| <b>Deposit scheme or flatfair dispute submission</b> Where Property Management service selected but expressly instructed not to conduct an inventory   | <b>£300 incl. VAT</b>  |
| <b>Attendance at Court/Tribunal</b>  | <b>£420 incl. VAT per day or part thereof</b>  |
| <b>Service of Notices Administration Fee</b> (Including Section 8 or 21) where Property Management Service is not taken  | <b>£250 incl. VAT</b>  |
| <b>Additional Property Visit</b> In addition to those included in your terms of business   | <b>£46.80 incl. VAT</b>  |
| <b>Wait at property for landlord appointed Contractor following an arranged appointment</b>  | <b>£60 per hour/part thereof incl. VAT</b>   |
| <b>Undertake partial or total furnishings for the property – Administration Fee</b>  | <b>12% total value incl. VAT</b>   |
| <b>Key Cutting Administration Charge</b>   | <b>£30 incl. VAT</b>   |
| <b>Payment to a bank account held outside of the United Kingdom</b>  | <b>£50 per payment made incl. VAT</b>  |
| <b>Licensing Application Fee</b> Where a landlord requires a HMO, Additional or Selective Licence for the property<br>(N.B. This is an application service only and does not result in Felicity J Lord becoming the licence holder for the property).          | <b>£450 incl. VAT</b>  |
| <b>Rent Confirmation Letter for Mortgage Provider</b>  | <b>£50 incl. VAT</b>   |
| <b>Gas Safety Administration Fee</b> - Arrangement of gas safety certificate where one is not provided at the commencement of the Tenancy  | <b>£126 incl. VAT</b> Inclusive of the cost of the inspection  |
| <b>Rent Administration Fee</b> Rent Payments made to landlord after termination of service   | <b>£50 per payment made incl. VAT</b>  |
| <b>Change of Sharer Fee</b>  | <b>£180 incl. VAT</b>  |
| <b>Rent and Legal Protection</b>   | <b>4.45% of rent payable</b>   |
| <b>Inventory Fee (subject to property size and furnishings)</b>  | <b>up to £400 incl. VAT</b>  |
| <b>Statutory Declaration Form</b> Which requires witnessing by a solicitor   | <b>£24 incl. VAT</b>   |
| <b>Termination fees</b> (Not payable if we have breached our contract with you):   |  |
| <b>Termination of our contract by you following acceptance of an offer from a proposed tenant (but prior to grant of the tenancy agreement)</b>  | <b>4 months rent plus VAT</b>  |
| <b>Termination of our contract by you during a fixed term tenancy agreement arranged by us</b>   | <b>Balance of any full management or rent collection fees that would have been payable during the term of the tenancy agreement</b>  |
| <b>Termination of our contract by you after the expiry a fixed term tenancy agreement arranged by us but whilst the same tenant remains in the property under either a statutory periodic tenancy agreement or a new fixed term tenancy agreement with you</b> | <b>6 weeks rent plus VAT</b>   |
| Tenants costs of moving and renting  | Fees or Charges  |
| <b>Holding Deposit</b> In order to reserve the property  | <b>1 week's rent</b> *calculation example: monthly rent x 12 divided by 52   |
| <b>The Rent</b> As agreed for the property and specified in the Tenancy agreement  | <b>Subject to agreement</b>  |
| <b>Security Deposit</b> or   | <b>5 week's rent</b> *calculation example: monthly rent x 12 divided by 52 x 5   |
| <b>flatfair Membership Fee</b> Where a tenant opts to use our security deposit replacement scheme  | <b>28% of the first month's rent (plus VAT)</b>  |
| <b>Change of Tenancy Fee</b> Redrafting Tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice   | <b>£50 incl. VAT</b>   |
| <b>Early Release Fee</b> Where a tenant wishes to end their Tenancy outside of the agreed terms of the agreement, they are required to cover the loss incurred by the landlord as a result of the early termination  | <b>Landlord costs of re-marketing and setting up a new Tenancy. Either the Landlord Letting Service Fee or Discounted Letting Service Fee and the Tenancy Set-Up Fee as listed above</b> |
| <b>Late Payment of Rent Fee</b> Where a rental payment is significantly delayed a fee will be applied to the payment due   | <b>Late rental payment interest charge - 3% of amount owed above the Bank of England base rate, levied after the 14th day that the rent is late</b>                                      |
| <b>Key Replacement Fee</b> Where a tenant requires a replacement key or security device for their property   | <b>Up to £30 per key incl. VAT</b>   |



Felicity J Lord are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA Propertymark and are also members of safeagent.