

# LANDLORDS FEES

## Fees and charges schedule

(All fees and charges are subject to VAT at prevailing rate)

### Initial term

#### Long let tenancies:

Full Management Service	12% (14.4% inc VAT)
Vacant Management service	6% (7.2% inc VAT)

### Renewal term (Renewal, extension or holding over)

Full Management Service	12% (14.4% inc VAT)
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### Additional charges:

Rent and legal protection service.

Guarantee insurance including legal expense cover

(I understand that I will be noted as an interested party

In SJW Property Management Insurance policy)

2% (2.4% incl VAT)

Tenancy Agreement preparation charge (Initial term)

£225 (£270 inc VAT)

Tenancy Agreement preparation charge (renewal)

£175 (£210 inc VAT)

Deposit protection and administration charge

£50 (£60 inc VAT)

Inventory make and check-in charge

£150 (£180 inc VAT)

Addenda or memoranda

£125 (£150 inc VAT)

Abortive letting fee

One Week's rent

Purchases by Tenants introduced by SJW PROPERTY MANAGEMENT

2% (2.4% inc VAT)

Energy Performance Certificate

£80 (£96 inc VAT)

Key cutting

Cost of keys plus £30 (£36 inc VAT)

Copy of documents

£10 per document (£12 inc VAT)

Furnishing and refurbishment service

10% (12% inc VAT)

Courier charges

At cost

Attendance at formal proceedings

£120 per hour (£144 inc VAT)

Post-purchase, pre-let service

£300 (£360 inc VAT)

Additional annual landlord statement:

£50 + VAT (£60 inc VAT)