

### Service Package Fees

#### Letting

A fee of 6% (7.2% including VAT) of the total rent payable for the entire length of the tenancy as stated in the tenancy agreement, payable at the commencement of the tenancy.\*

#### Letting & Rent Collection

A fee of 8% (9.6% including VAT) of the gross monthly rental income, paid monthly, for the entire length of the tenancy as stated in the tenancy agreement\* including any extensions or continuations.

#### Letting & Management

A fee of 12.5% (15% including VAT) of the gross monthly rental income, paid monthly, for the entire length of the tenancy as stated in the tenancy agreement\* and for any extensions or continuations. Please note that we DO NOT charge extra for arranging maintenance jobs, and we DO NOT add a fee to our contractors' invoices.

All fees are subject to VAT at the current rate

\*Please see Terms & Conditions Ref. LET 108 prior to us taking your instructions

*"Proctors offer three different service packages; from finding a new tenant to full property management, we can help."*

### Additional Charges

<b>EPC:</b> £80.00 no VAT	<b>£80.00</b>
<b>Tenancy Deposit Scheme (TDS):</b> To include tenant's deposit in government bonded scheme £20 + VAT (payment covers length of the initial agreement)	<b>£24.00</b>
<b>Tenancy Agreement:</b> £75 + VAT	<b>£90.00</b>
<b>Check In &amp; Out, Inventory &amp; Schedule of Condition:</b> For Letting & Management Service – obligatory (Letting and Letting & Rent Collection Service – optional) <i>Scale of fees on request</i>	
<b>Serving Notices:</b> £50.00 + VAT	<b>£60.00</b>
<b>Continuations:</b> To issue continuations on a Statutory Periodic Basis £50 + VAT In-Agreement Fee (alterations/renegotiations) £100.00 + VAT	<b>£60.00</b> <b>£120.00</b>
<b>Renewal:</b> To issue a further fixed term Tenancy Agreement 1 week's rent + VAT Plus Agreement fee £75 + VAT	<b>£90.00</b>

(VAT rate 20% from 4th Jan 2011)

#### ADDITIONAL SERVICES

We can arrange the following services (Fees available on request):

- 🔌 **Electrical and Gas Safety Checks**
- 🧹 **Cleaning**
- 🗓 **Management of Void Periods**

#### SERVICES OFFERED

##### Prior to Let

We take a £180 (incl VAT) arrangement fee from the prospective tenant to show their good faith. Should you withdraw from the rental, 100% of the fee is returned to the prospective tenant. If the tenant is found to be unsuitable, or withdraws, the fee is retained by Proctors.

We also carry out stringent referencing to determine a tenant's suitability. For this, we take a £60 (incl VAT) fee per person (over the age of 18 years) which is non-refundable. References are carried out by an independent company to ensure impartiality.

##### Deposit

We will take a deposit equivalent to six weeks' rent, prior to the tenants moving in. All deposits paid to us are protected by one of the government's Tenancy Deposit Protection Schemes and in the unlikely event of a dispute at the end of the tenancy we can refer the matter to The Dispute Service who will adjudicate.

##### In-House Management

All lettings matters are dealt with in branch; unlike competitors, we do not have a central call centre. The Shirley team are the first and last point of contact for all queries. Management, accounts/rent collection, legal matters and renewals are all arranged by our experienced and fully trained professional team.