

Table of Base Lockwood Lettings & Management fees

Tenant Fees

Tenant fees applicable for work carried out where requested by tenant

	Fee / Fee incl VAT
Charge payable for completion of third party documentation when requested	£25+ vat (£30)
Charge payable for re-issuing requested documentation previously provided	£25+ vat (£30)
Charge for issuing a 'licence to occupy' requested by tenant	£75+ vat (£90)
Charge for issuing a requested new tenancy agreement and associated documentation	£60+ vat (£72)
Charge for issuing a requested new tenancy agreement with amendments and associated documentation	£100+ vat (£120)

Landlord Fees

<u>Service Option</u>	<u>Fee</u>	<u>Fee incl VAT</u>
Full management	12% of monthly rent	(eg £500 pcm x 12% = £60.00 £60 + vat = £72.00)
Letting & Rent Collection	6% of monthly rent	(eg £500 pcm x 6% = £30.00 £30 + vat = £36.00)
New Letting administration fee <i>(Payable at the commencement of all managed tenancies)</i>	£295.00	£354.00
Tenant Find for unmanaged property (including inventory and all compliance paperwork)		
	50% of first months rent + vat	
<i>Subject to min fee of £375.00 + vat</i>	£375.00	£450.00

Landlord Sundry Fees

	<i>Managed</i>	<i>Inc Vat</i>	<i>Let Only</i>	<i>Inc Vat</i>
Tenancy Renewals – Issuing a new tenancy for an existing tenant	£40 + vat	£48	£75 + vat	£90
Tenancy Renewals – Issuing a new tenancy for an existing tenant with amendments	£75 + vat	£90	£125 + vat	£150
Issuing a 'licence to occupy'	<i>Included</i>		£75 + vat	£90
Preparation and Service of Section 8 Notice	£75 + vat	£90	£125 + vat	£150
Evidence Submission to deposit scheme	£50 + vat	£60	£150 + vat	£180
Withdrawal Fee. Payable where property marketed, tenant sourced and property withdrawn by Landlord	£375 + vat	£450	£375 + vat	£450
Professional Services per hour (Example attendance at court)	£50 + vat	£60	£75 + vat	£90

Preparation and Service of S.21 Notice via recorded delivery	<i>Included</i>		<i>£125 + vat</i>	<i>£150</i>
Sale of Property 1% of the sale price agreed + VAT (In the event of a tenant or someone introduced by Base Lockwood completing the purchase of the property)	<i>1% of sale price plus vat</i>		<i>1% of sale price plus vat</i>	
Issue of license for permitted occupier	<i>Included</i>		<i>£75 + vat</i>	<i>£90</i>
Preparation and Service of S.13 Notice via email and post	<i>Included</i>		<i>£75 + vat</i>	<i>£90</i>
Preparation of S.3 Notice via email and post	<i>Included</i>		<i>£50 + vat</i>	<i>£60</i>
Issuing a Pet Policy	<i>£30 + vat</i>	<i>£36</i>	<i>£60 + vat</i>	<i>£72</i>
Completion of online court application following S.8 notice expiry (Excludes court fee)	<i>£50 + vat</i>	<i>£60</i>	<i>£150 + vat</i>	<i>£180</i>
Submission of required information following HMRC demand for managed properties	<i>£30 + vat</i>	<i>£36</i>	<i>n/a</i>	
Issue of annual statement for tax purposes (Monthly statements issued FOC)	<i>£25 + vat</i>	<i>£30</i>	<i>n/a</i>	
HMO Application	<i>Please enquire</i>		<i>n/a</i>	
Duplicate copies of documents issued/copies for third parties	<i>£25 + vat</i>	<i>£30</i>	<i>£25 + vat</i>	<i>£30</i>
Accompanying third party professionals at property at landlords request	<i>£40 p/h + vat</i>	<i>£48</i>	<i>£60 p/h + vat</i>	<i>£72</i>
Ad-hoc property inspection (Per visit)	<i>Included</i>		<i>From £75 + vat</i>	<i>From £90</i>