



# base • Lockwood

## Table of tenant & management fees

### Tenant Fees

Tenant fees applicable for work carried out where requested by tenant

	<u>Fee / Fee incl VAT</u>
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 £12

### Landlord Fees

<u>Service Option</u>	<u>Fee</u>	<u>Fee incl VAT</u>
<b>Full management</b>	12% of monthly rent	(eg £500 pcm x 12% = £60.00 £60 + vat = £72.00)
<b>Letting &amp; Rent Collection</b>	6% of monthly rent	(eg £500 pcm x 6% = £30.00 £30 + vat = £36.00)
<b>New Letting administration fee</b>	£333.33	£400.00

*(Payable at the commencement of all managed tenancies)*

### Landlord Sundry Fees

	<u>Excl Vat</u>	<u>Inc Vat</u>
Preparation and Service of Section 8 Notice	£75 + vat	£90
End of tenancy check out inspection and record condition and findings. Conclude deposit return.	Included	
Evidence Submission to deposit scheme	£50 + vat	£60
Withdrawal Fee. Payable where property marketed, tenant sourced and property withdrawn by Landlord	£375 + vat	£450
Professional Services per hour (Example attendance at court)	£50 + vat	£60
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)	1% of sale price plus vat	
Preparation and Service of S.13 Notice via email and post	Included	
Preparation of S.3 Notice via email and post	Included	
Issuing a Pet Policy	£30 + vat	£36
Completion of online court application following S.8 notice expiry (Excludes court fee)	£50 + vat	£60
Submission of required information following HMRC demand for managed properties	£30 + vat	£36
Issue of annual statement for tax purposes (Monthly statements issued FOC)	£25 + vat	£30
Duplicate copies of documents issued/copies for third parties	£25 + vat	£30
Accompanying third party professionals at property at landlords request	£40 p/h + vat	£48
Liaising with third party insurance or maintenance/emergency cover services – annual charge with managed service	£50 + vat	£60
Annual property audit inspection – annual charge with managed service	£125 + vat	£150
Additional inspections within 12 months	£75 + vat	£90