

## Fee Schedule

Letting, Rent Collection and Management Service	<b>10% of the rent plus VAT (12%)</b>
<b>Letting and Rent Collection Service</b>	<b>8% of the rent plus VAT (9.6%)</b>
Set Up Fee This includes preparation of your tenancy agreement and inventory	<b>£350.00 + VAT (£420.00)</b>
<b>Contribution towards the renewal agreement fee</b>	<b>£60.00 + VAT (£72.00)</b>
Protection of the tenancy deposit with The Dispute Service	<b>£3.00 + VAT (£3.60) payable monthly</b>
<b>Instruction to a domestic energy assessor for an Energy Performance Certificate</b>	<b>£60.00 + VAT (£72.00)</b>
Instruction of either a gas safety record or electrical certificate	Cost of contractor invoice plus <b>£25.00 + VAT (£30.00)</b>
<b>Project manage on behalf of the Client any major works exceeding £250 + VAT</b>	<b>10% + VAT (12%) of the contractor's invoice</b>
Visits made by the agent to the property at the specific request of the client	<b>£35.00 (£42.00 + VAT) per property visit</b>
<b>Progressing insurance claims</b>	<b>10% of the settlement + VAT (12%)</b>
* Providing documentation to solicitors for Fast Track Possession only	<b>£40.00 + VAT (£48.00)</b>
* <b>Providing documentation to solicitors for Rent Arrears and Possession</b>	<b>£40.00 + VAT (£48.00)</b>
* Court appearance by a Leaders representative as necessary	<b>£100.00 + VAT per half day (£120.00)</b>
<b>Shopping fee</b> Where the agent is required to purchase minor items on behalf of the client	<b>£35.00 + VAT (£42.00)</b>
Cutting of keys	Cost of invoice plus <b>£10.00 + VAT (£12.00)</b>
<b>Carbon monoxide detectors and smoke alarms</b>	<b>£35.00 + VAT (£42.00) for each alarm plus cost of contractor</b>
Leasehold Liability Protection	<b>£75.00 plus Insurance Premium Tax (£82.13)</b>
<b>Tenancy deposit dispute resolution</b> Arranging for submission of and responding to a tenancy deposit dispute with the TDS	<b>£75.00 + VAT (£82.13)</b>
Tax Service Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	<b>£90.00 + VAT (£108.00) per annum</b>

\* Fees marked with an asterisk are covered in full for those clients who have chosen to take advantage of the Leaders Premier Rent Guarantee Service