

## Fee Schedule

Letting, Rent Collection and Management Service	15% of the rent plus VAT (18% inclusive of VAT)
<b>Letting and Rent Collection Service</b>	12.5% of the rent plus VAT (15% inclusive of VAT)
<b>Set Up Fee</b> This includes preparation of your tenancy agreement and inventory	Equivalent to one week's rent subject to a minimum of £295.00 + VAT (£354.00 inclusive of VAT)
<b>Contribution towards the renewal agreement fee</b>	£70.00 + VAT (£84.00 inclusive of VAT)
Protection of the tenancy deposit with The Dispute Service	£4.00 + VAT (£4.80 inclusive of VAT) payable monthly
<b>Instruction to a Domestic Energy Assessor for an Energy Performance Certificate</b>	£95.00 + VAT (£114.00 inclusive of VAT)
MEES (Minimum Energy Efficiency Standards) Report	£67.50 + VAT (£81.00 inclusive of VAT)
<b>EPC + (Instruction to a Domestic Energy Assessor for an Energy Performance Certificate and MEES report)</b>	£112.50 + VAT (£135.00 inclusive of VAT)
Instruction of either a gas safety record or electrical certificate	Cost of contractor invoice plus £25.00 + VAT (£30.00 inclusive of VAT)
<b>Project manage on behalf of the Client any major works exceeding £500 + VAT</b>	10% + VAT (12% inclusive of VAT) of the contractor's invoice
Visits made by the agent to the property at the specific request of the client	£35.00 + VAT (£42.00 inclusive of VAT) per property visit
<b>Progressing insurance claims</b>	10% of the settlement + VAT (12% inclusive of VAT)
* Providing documentation to solicitors for Fast Track Possession only	£40.00 + VAT (£48.00 inclusive of VAT)
* <b>Providing documentation to solicitors for Rent Arrears and Possession</b>	£40.00 + VAT (£48.00 inclusive of VAT)
* Court appearance by a Leaders representative as necessary	£100.00 + VAT per half day (£120.00 inclusive of VAT)
<b>Shopping fee</b> Where the agent is required to purchase minor items on behalf of the client	£35.00 + VAT (£42.00 inclusive of VAT)
Cutting of keys	Cost of invoice plus £10.00 + VAT (£12.00 inclusive of VAT)
<b>Carbon monoxide detectors and smoke alarms</b>	£27.00 + VAT (£32.40 inclusive of VAT) for each alarm plus cost of contractor
Leasehold Liability Protection	£75.00 plus Insurance Premium Tax (£84.00 inclusive of IPT)
<b>Tenancy deposit dispute resolution</b>	£75.00 + VAT (£90.00 inclusive of VAT)
<b>Tax Return Service</b> Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£35.00 + VAT (£42.00 inclusive of VAT) per annum
<b>Early Determination Fee</b> Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Leaders an early determination fee	£500.00 + VAT (£600.00 inclusive of VAT)
<b>Sale of the Property to a tenant or third party</b> The introduction of a buyer (the tenant or third party), subject to contract, and issue of Sales Memorandum. Payable on completion of sale	1.5% + VAT (1.8% inclusive of VAT) of the sale price

\* 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

Leaders Limited is a part of the National Federation of Property Professionals Client Money Protection Scheme through their membership of ARLA PropertyMark (The Association of Residential Letting Agents).  
Leaders Limited is a member of The Property Ombudsman being the largest lettings redress scheme in the UK.

### Fee Schedule

Let Only Service	10% of the rent plus VAT (12% inclusive of VAT) for the full tenancy term (as defined) including all renewal periods Payable in advance or deducted from first rent payment
Tenancy Agreement	£100.00 + VAT (£120.00 inclusive of VAT)
Protection of the tenancy deposit with The Dispute Service	£95.00 + VAT (£114.00 inclusive of VAT) payable on commencement of the tenancy
Tenancy deposit dispute resolution	£75.00 + VAT (£90.00 inclusive of VAT)
Re-issuing the prescribed information subject to a change in circumstances	£35.00 + VAT (£42.00 inclusive of VAT) for each re-issue
Inventory / Check out preparation	Full inventory services are available, ask in branch for details
Renewal agreement fee	£70.00 + VAT (£84.00 inclusive of VAT)
Instruction to a Gas Safe registered contractor to carry out a Gas Safety Record	Cost of contractor invoices plus £25.00 + VAT (£30.00 inclusive of VAT)
Instruction to a Domestic Energy Assessor for an Energy Performance Certificate	£95.00 + VAT (£114.00 inclusive of VAT)
MEES (Minimum Energy Efficiency Standards) Report	£67.50 + VAT (£81.00 inclusive of VAT)
EPC + (Instruction to a Domestic Energy Assessor for an Energy Performance Certificate and MEES report)	£112.50 + VAT (£135.00 inclusive of VAT)
Electrical installation and appliance checks	Cost of contractor invoices plus £25.00 + VAT (£30.00 inclusive of VAT)
Cutting of keys	Cost of invoice plus £10.00 + VAT (£12.00 inclusive of VAT)
Preparation of documents on behalf of the client relating to the sale of the property	£35.00 + VAT (£42.00 inclusive of VAT)
Sale of the property to the tenant or third party	1.5% + VAT of the purchase price (1.8% inclusive of VAT)
Carbon monoxide detectors and smoke alarms	£27.00 + VAT (£32.40 inclusive of VAT) for each alarm plus cost of contractor
Leasehold Liability Protection	£75.00 plus Insurance Premium Tax (£84.00 inclusive of IPT)
Time limited right to rent review checks	£75.00 + VAT (£90.00 inclusive of VAT)
Early Determination Fee Should the Client sell the property with the tenant in situ then the Client hereby agrees to pay Leaders an early determination fee	£500.00 + VAT (£600.00 inclusive of VAT)

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