

HAMLETTS LIMITED

SCHEDULE OF FEES - TENANTS

Inclusive of VAT and NOT refundable (AS at 1st Nov 2018)

| No. | Amount (£) | Description |
|-----|------------|---|
| 1 | £ 200.00 | Referencing Fee (and related paperwork) for each TENANT (Private Individual) |
| 2 | £ 225.00 | Referencing Fee (and related paperwork) for each TENANT (Companies) |
| 3 | £ 200.00 | Referencing Fee (and related paperwork) for each Replacement TENANT (Subject to acceptance from the Landlord) |
| 4 | £ 50.00 | References provided for Tenants that vacated or about to vacate (Charge Per Individual). |
| 5 | £ 50.00 | £50 Charge for all rent arrears letters sent out to TENANTS |
| 6 | £ 50.00 | For Every Cheque Returned Unpaid |
| 7 | £ 25.00 | Return of OverPayment by tenant, for expired tenancies where tenant has vacated but failed to cancel standing order CHARGED TO TENANT(S) Chargeable for each Standing Order |
| 8 | £ 50.00 | For taking out of hours maintenance calls - which should be reported during working hours, or that which is not the responsibility of the landlord (does not include contractors call out cost which will be in addition to this) |
| 9 | £ 250.00 | For Renewal of Assured Shorthold Tenancy (Subject to Landlord acceptance) to cover costs of preparing new AST and related paperwork - charged on every renewal |
| 10 | £ 200.00 | Surrender of Existing Tenancy - charged for preparation of all related paperwork |
| 11 | £ 100.00 | Administration Fees (Includes Preparation of Documents and Checkin - Checkout)* |
| 12 | £ 150.00 | Renewal Fees* |

*Applicable to Room Assured Shorthold Tenancies

SCHEDULE OF FEES - LANDLORD

Inclusive of VAT(Unless Otherwise Stated) and NOT refundable (AS at 1st September 2017)

Where Hamletts Acts as Agent,

| No. | Amount (£) | Description |
|-----|------------|---|
| 1 | £ 25.00 | Rent Remittance Advice |
| 2 | 30% | Let Only (Plus VAT) of Annual Rent Agreed - Payable in Advance* |
| 3 | 35% | Management (Plus VAT) of Annual Rent Agreed - Payable in Advance* |
| 4 | 5.00 | Copies of Documents (£5 Per Page) |
| 5 | 8% | 8% on All Late Fee Payments (Payment Due Within 7 Days) |
| 6 | £ 150.00 | Joint Inspection at Property (At Landlords Request) - Per Visit |

HAMLETTS LIMITED IS A MEMBER OF THE PROPERTY OMBUDSMAN ("TPO") MEMBERSHIP NUMBER D11183

*******HAMLETTS LIMITED IS NOT A MEMBER OF A CLIENT MONEY PROTECTION SCHEME*******

* SEE TERMS AND CONDITIONS