

SCHEDULE OF FEES AND CHARGES

The Management Fee comprises a percentage of the gross rent per calendar month (as detailed below) plus the Tenant Fee Supplement (a flat charge of £12.00 per month including VAT, which applies to both the rent collection service and full managed service)

Rent collection service

10% of the gross rent per calendar month plus VAT (12% including VAT), payable during the whole of the period that the tenant is in occupation including during any renewal or extension of the tenancy howsoever arising. This will be payable monthly from the rent received. If no rent is received the Landlord remains liable for the full fees including VAT, whilst the Tenant remains in occupation. Such fees will be due and payable within 14 days of formal demand on the Landlord. Michael Hardy Lettings Limited reserve the right to claim interest on any outstanding monies due from the Landlord at the rate of 3% above the Bank of England base rate from the due payment date until payment by way of cleared funds is received by them.

Full management service

12.5% of the gross rent per calendar month plus VAT (15% including VAT), payable during the whole of the period that the tenant is in occupation including during any renewal or extension of the tenancy howsoever arising. This will be payable monthly from the rent received. If no rent is received the Landlord remains liable for the full fees including VAT, whilst the Tenant remains in occupation. Such fees will be due and payable within 14 days of formal demand on the Landlord. Michael Hardy Lettings Limited reserve the right to claim interest on any outstanding monies due from the Landlord at the rate of 3% above the Bank of England base rate from the due payment date until payment by way of cleared funds is received by them.

Set up Fee

To include	£300.00
Tenancy Agreement	
Referencing Fees	
Marketing	

Other fees and charges

Tenancy fee supplement	£12.00pcm
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Reference Fee charges

Guarantor reference fee	£48.00 (where applicable)
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Preparation of inventory

1 Bedroom house or flat	£162.00
2 Bedroom house or flat	£186.00
3 Bedroom house or flat	£210.00
4 Bedroom house or flat	£234.00
5 Bedroom house or flat	£294.00
6 Bedroom house or flat	£342.00
More than 6 bedrooms by separate negotiation.	
Re-write of inventory (following décor changes)	£126.00
Inventory up-date fee	£78.00*
Additional rooms including conservatories	£36.00

* This fee is charged each time there is a change of tenancy.

NB: All printed charges are inclusive of VAT & will be subject to increase from time to time

Check-in fees

The majority of all properties in Michael Hardy Lettings Limited's rental portfolio will have an independent check-in carried out at the commencement date of the tenancy. Similarly the independent clerk will also arrive to check the Tenant(s) out at the end of the tenancy. The check-in appointment is paid for by the Landlord and the charge for the check-out appointment is covered by the Tenant Fee Supplement.

The charge for the check-in appointment will be deducted from your first month's rent. The fee charged will depend on the size of the property as detailed below:

1 Bedroom	£162.00
2 Bedrooms	£186.00
3 Bedrooms	£198.00
4 Bedrooms	£216.00
5 Bedrooms	£270.00
6 Bedrooms	£294.00

Sundry Charges

Weekly visit during void periods per visit	£30.00
Quarterly property inspections	£54.00
Energy Performance Certificate	£108.00
Section 21 Notice rent collection service	£96.00
Section 13 Notice rent collection service	£36.00
Arrangement of a contractor or works for non-managed property	£36.00
Negotiation of check-out report (non-managed properties)	£240.00
Tenant Deposit Scheme Registration	£90.00
Mail forwarding	at cost + £6.00 Admin charge
Additional keys	at cost + £6.00 Admin charge
Amendments to Tenancy Agreement	£150.00
Renewal of Tenancy Agreement for non-managed properties	£30.00
Non-Resident Landlords Providing financial information to HMRC	£4.80 pcm

NB: An additional fee will be payable in respect of applications for fair rent, market rent, Rent Assessment Committees or any other court, arbitration or tribunal. Fees are subject to negotiation depending upon the complexity of the matter.

The charge for the check-in appointment will be deducted from the rental income received and will be reflected on your rent statement.

You will be provided with a detailed copy of the check-out report by Michael Hardy Lettings Limited once the checkout has been concluded. A copy of the report is also provided to the Tenant. The security deposit will only be discharged once any deductions (if applicable) have been agreed by both parties to the agreement.

If any work is required to be carried out post-tenancy against the Tenant's deposit, no monies will be refunded until such time Michael Hardy Lettings Limited are in receipt of all invoices relevant to the end of the tenancy, and subject to the tenant deposit scheme legislation.