

	Fee payable to Agent	Payable by
Tenant Introduction & Agreement (advertising, conducting viewings, reference and credit checks, preparing tenancy agreement)	An arrangement fee of 60% of the initial month's rent inclusive of VAT for arranging the tenancy for a 6 month period. An arrangement fee of 95% inclusive of VAT of the initial month's rent for arranging the tenancy for a 12 month period	Landlord
Rent Only (as above plus collection of monthly rent)	An arrangement fee of £300.00 inclusive of VAT & 9% inclusive of VAT of the calendar monthly rent	Landlord
Full Management (as above plus management throughout tenancy)	An arrangement fee of £300.00 inclusive of VAT & between 10-14.4% inclusive of VAT of the calendar monthly rent depending on service options	Landlord
Management Only (management during existing tenancy)	10-14.4% inclusive of VAT of calendar monthly rent depending on service options	Landlord
Taking references and conducting credit checks	£60.00 inclusive of VAT per tenant/guarantor	Landlord
Energy Performance Certificate	£72.00 inclusive of VAT per property	Landlord
Gas safety check	£78.00 inclusive of VAT per property	Landlord
Legionella Risk Assessment	£72.00 inclusive of VAT per property	
PAT (Portable Appliance Test)	£78.00 inclusive of VAT per property	Landlord
Electrical safety check	£158.40 inclusive of VAT per property	Landlord
Preparation of tenancy agreement (Landlord fee)	£180.00 inclusive of VAT per agreement	Landlord
Inventory preparation	£75.00-£200.00 inclusive of VAT per property	Landlord
Inventory check-out	£120.00-£240.00 inclusive of VAT per property	Landlord
Deposit registration fee (protection of deposit in authorised scheme and service of prescribed information)	£60.00 inclusive of VAT	Landlord
Additional property visit (in addition to routine inspections under Full Management service only)	£30.00 inclusive of VAT per visit	Landlord

	Fee payable to Agent	Payable by
Property Visit Tenant Intro & Agreement/Rent Only Services	£40.00 inclusive of VAT per visit	Landlord
Rent Review	£60.00 inclusive of VAT	Landlord
Issue Section 48 & service of Prescribed Information	£60.00 inclusive of VAT	Landlord
Fire Risk Assessment	Quote available on request, plus arrangement fee of £30.00 inclusive of vat	Landlord
Application for licence for HMO, Additional or Selective Licence	£180.00 inclusive of VAT	Landlord
Legal Services	Quote available on request	Landlord
Court Attendance	£300.00 inclusive of VAT per day or part day at prevailing rate	Landlord
Commissions	The Agent (and connected persons) may offer services in connection with their property for which a commission or referral fee may be received	Landlord
Holding Deposit	1 week's rent	Tenant
Security Deposit	5 week's rent (where the annual rent is less than £50,000) 6 week's rent (where the annual rent is £50,000 or more)	Tenant
Permitted Payment – Loss of keys, security device	£3.00-£50.00 inclusive of VAT (Cost of keys/security device)	Tenant
Permitted Payment – Early Termination/Surrender	Rent due to end of Tenancy or until a new Tenancy has started plus landlord arrangement fee of £300.00 inclusive of VAT	Tenant
Permitted Payment – Change of Sharer	£50.00 inclusive of VAT or reasonable costs if higher	Tenant
Permitted Payment – Variation or Novation of Contract	£50.00 inclusive of VAT or reasonable costs if higher	Tenant
Commissions	The Agent (and connected persons) may offer services for which a commission or referral fee may be received	Tenant

D W Smith & Co is a member of a client money protection scheme. The name and address of the client money protection scheme provider is **Client Money Protect** Premiere House Elstree Way Borehamwood Herts WD6 1JH. D W Smith & Co is a member of **The Property Ombudsman**.