



Levels of Service offered

Tenant Find: 120% of rent (inc VAT)	Rent collection: 7% of rent pcm 75% set up fee (inc VAT)	Fully Managed: 15% of rent pcm. 75% set up fee (inc VAT)
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Landlord Fees Schedule

	Tenant Find: 120% of rent (inc VAT)	Rent collection: 7% of rent pcm 75% set up fee (inc VAT)	Fully Managed: 15% of rent pcm. 75% set up fee (inc VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property, advertise on relevant portals and Balfours own website www.balfours.co.uk	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants, take up references including previous landlords and employers information	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect initial months' rent and set up the standing order for future rent payments	✓	✓	✓
Prepare and serve statutory notices to formally end the Tenancy when required under Section 21 of the Housing Act		✓	✓
Advise and implement rent reviews		✓	✓
Protect the deposit in an approved scheme		✓	✓
Arrange for a comprehensive written inventory with supporting photographs			✓
Notify all relevant utility providers of new tenancy details and meter readings			✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement of payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord and tenant			✓
Arrange routine repairs and instruct approved contractors			✓
Hold keys throughout the tenancy term			✓
Check out inspection and security deposit dilapidations negotiations			✓



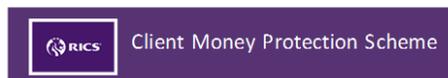
Balfours reserve the right to negotiate individual fee arrangements with individual clients where we manage multiple property portfolios.

Additional Charges for Services not included in your chosen package or required separately.

Introduction Only	£300.00
Tenant referencing and Right to Rent Checks	£75.00 per person
Guarantor referencing	£75.00 per person
Tenancy agreement (Assured Shorthold Tenancy/Company/Non Housing Act)	£300.00
Inventory service from	£100.00 depending on property size
Duplicate statements	£12.00
Professional hourly rate for time not included in service level requested	£75.00 + mileage at 55p per mile*
Check out	£175.00 + mileage at 55p per mile*
Property Inspections	£75.00 + mileage at 55p per mile*
Void property inspections	£25.00+ mileage at 55p per mile (per visit)*
Tenancy renewal fee	£200.00
Deposit Protection and service of prescribed information	£36.00
Deposit Negotiations and compiling evidence	£90.00 per hour

VAT is payable at the prevailing rate on all our fees. In accordance with consumer legislation it is quoted as included in the prices stated below. If the VAT rate changes the price charged will change accordingly.

**Mileage is charged from SY3 5HJ*



Fees are payable when any individual or organisation enters into an agreement to rent the Property as a result of our promotion, introduction, or viewing by the agent.

In the event of cancellation during a tenancy the minimum fee that would be payable is the agreed Tenant Find Only fee listed above, plus other costs incurred, including a reasonable fee for the time management which has been provided. These costs might include the number of months of management service that has been provided and any disbursements such as arranging the EPC, the Gas Safety Record or other works.

Example for managed let: Rent £1000 per calendar month Fee Set up fee 75% of 1st months' rent £750 +monthly management fee 15% £150 = £900 including Inventory, deposit holding etc

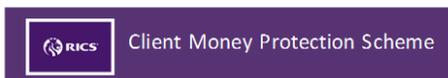
Example for Rent Collection: Rent £1000 per calendar month Fee Set up fee 75% of 1st months' rent £750 + management fee 7% £70 = £820 including, deposit protection

Example for Let Only: Rent £1000 per calendar month Fee Set up fee 120% of 1st months' rent £1200

Minimum fee for Managed and Rent Collection £400

Minimum fee for Let Only £500

Please ask a member of our lettings team if you have any questions or require more information on any of our services.



www.tpos.co.uk Independent Redress

www.rics.org Client Money Protection