

Fee or Charge	Exclusive of VAT	Inclusive of VAT
Tenancy administration Fee, per property (full tenancy administration fee is required to secure a property)	50% of one months' rent	60% of one months' rent
Tenancy Renewal Fee	£100 per tenant	£120 per tenant
Changeover Fee (incoming tenant only)	50% of one months' rent	60% of one months' rent
Early Release Fee (Please note, early releases are granted at the landlord's discretion only, and on the condition that a suitable replacement tenants are secured for the property. Early Release Fees for properties not managed by Pat Robson & Company Ltd are charged at 90% of one months' rent inclusive of VAT.)	25% of one months' rent	30% of one months' rent
Tenancy Referencing Fee (To provide a reference to a future agent/landlord of the tenant) – £35 inclusive of VAT	£29.17	£35
Late rent payment administration charge	£19.20	£24
Lost or broken keys	£25	£30
Replacement Lock	£100	£120
Locked Out Call Out Charge	£50	£60

All Pat Robson & Co. Ltd tenancies are joint and severally liable tenancies, i.e. where there is more than one tenant, all obligations, including those for rent payments and damages costs can be enforced jointly against all of the tenants named on the tenancy agreement. This principle also applies to any guarantors that maybe in existence.