

## Tenant Fees

### Holding Deposit

One weeks rent will be taken to secure a property and will be held for 15 calendar days (unless otherwise expressly agreed) in order to complete all tenancy documents. This amount will be attributed to the first month's rent following the execution of all tenancy documents within the 15 calendar days of receipt of the holding deposit. This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 Calendar days.

### Security Deposit

Equal to five weeks rent – this covers damages or defaults on the part of the tenant during the tenancy

### Company Tenancy Administration Fee

(full company tenancy administration fee is required to secure a property on a non AST agreement)  
50% of 1 month's rent ex. VAT, 60% inc. VAT

### Company Tenancy Renewal Fee

£120 inc VAT

### Unpaid Rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

### Lost Key(s) or other Security Devices

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant(s), landlord, Agent and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s), including attending a call-out for re-entry.

### Variation of Contract (Tenant's Request)

£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

### Change of Sharer (Tenant's Request)

£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

### Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy. The landlord's re-let fee is equal to 75% of a months rent + VAT.

### Reference Fees

Not payable by tenants. A Reference fee of £35 inclusive of VAT is payable by the landlord or agent requesting the reference, and these costs should not be passed onto tenants.

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.

## Company Fees Schedule

Pat Robson 

Residential  
Sales & Lettings

### Landlord Fees

	Price excluding VAT	Price including VAT
Let Only Tenant Finder Fee	100% of one month's rent	120% of one month's rent
Managed Tenant Finder Fee	75% of one month's rent	90% of one month's rent
Tenancy Renewal	75% of one month's rent	90% of one month's rent
Standard 1-2 Property Landlord Management Fee	14% of rent due	16.8% of rent due
Multiple Property Landlord Management Fee (3+ properties)	12% of rent due	14.4% of rent due
Inventory Preparation	£250	£300
Deposit Administering for Let Only Properties	£150	£180
Check In/Check Out/ Deposit Handling Only	£300	£360
Additional or One off Property Inspection	£75	£90
Insurance claim administration charges (works organised over £500)	10% of total invoices	12% of total invoices
Non Resident Landlord (NRL) quarterly return submissions to HMRC	£100	£120
Court or Tribunal appearances	£300 per day	£360 per day
Council License Applications (including compliance floorplan)	£225	£270
Council License Renewals	£95	£114

### Commissions

	Price excluding VAT	Price including VAT
<b>Approved contractor commission</b> (taken directly from contractors)	12.5% of invoice charged	15% of invoice charged
<b>Conveyancing referrals</b> (taken directly from solicitors)	£100	£120
<b>Mortgage referrals</b> (taken directly from broker)	£100	£120
<b>Bills Included Packages</b> – Commissions vary due to number of persons per property & the level of package taken. (Taken directly from One Utility Bill Ltd)	Varies	

### Sales Fees

	Price excluding VAT	Price including VAT
<b>Sole Agency</b>	1%	1.2%
<b>Multiple Agency</b> (percentage of sale completion price)	1.25%	1.5%