

## Standard Fee Schedule

All fees are inclusive of VAT, unless stated otherwise

	Landlord Charges	Tenant Charges
Tenant Find	50% of first month's rent plus VAT	n/a
Rent Collect	<b>10% +VAT</b> of monthly rental achieved, plus set up fee of 50% of the first month's rent plus VAT	n/a
Management Fee	<b>10% plus VAT</b> of monthly rental achieved	n/a
Tenancy Agreement	£90.00	n/a
Inspection per visit (Fully Managed Properties only)	£24.00	n/a
Initial Deposit Administration (Fully Managed Properties only)	£54.00	n/a
Maintenance (Arrangement Fee)	10% + VAT on all accepted quotes	n/a
Inventory Fee per property	✓ See note 1	n/a
Checkout Fee per property	✓ See note 1	n/a
Initial Administration and Referencing	£420.00 (for 2 adults). £90.00 for each adult thereafter.	n/a
Gas Safety Renewal / Service	£75.00 / £95.00	n/a
Energy Performance Certificate	£75.00	n/a
Property Holding Deposit (Equivalent to one week's rent)	n/a	✓ See note 2
Property Rent	n/a	✓ See note 3
Utility Bills	n/a	✓ See note 3
Security Deposit	n/a	✓ See note 4
Rent arrears	n/a	✓ See note 5

Lost key(s) or other security devices	n/a	✓ See note 6
Variation to the contract (Tenant(s) request)	n/a	✓ See note 7
Cleaning costs	n/a	✓ See note 8
Early termination (Tenant(s) request)	n/a	✓ See note 9
Change of sharer (Tenant(s) request)	n/a	✓ See note 10
Damages	n/a	✓ See note 11
Renewal fee *Applicable on anniversary of renewal.	144.00	n/a
Annual review of rent for periodic tenancy	£90.00	n/a

\* Tenants should also refer to their Tenancy Agreement in respect of any charges associated with their contract.

**Notes:**

**1. Inventory and Check-out Costs (Note – additional rooms additional cost)**

**Inventory Costs (inc. VAT)**

	1 Bed	2 Bed	3 Bed	4 Bed
UnFurnished	£90.00	£95.00	£100.00	£110.00

**Check-out Costs (inc. VAT)**

	1 Bed	2 Bed	3 Bed	4 Bed
UnFurnished	£85.00	£90.00	£95.00	£100.00

**2. The Property Holding Deposit** – this is paid to reserve a property and is equivalent to one week's rent.

**3. Rent and Utility Bills** – a Tenant liability and to be paid in accordance with the Tenancy Agreement.

**4. Security Deposit** - payable up to a maximum of five weeks' rent for rents under £50,000 per annum and six weeks' rent for properties with a rent of over £50,000 per annum.

**5. Rent Arrears** – a Tenant liability in accordance with the Tenancy Agreement. Arrears can be charged at 3% above the Bank of England base rate, from the date the rent falls due until the date it is paid.



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**6. Lost Keys/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, landlord and any other persons requiring keys will be charged to the tenant.

**7. Variation of Contract** - £50.00 inclusive of VAT per agreed variation, to cover costs associated with taking the Landlord's instructions as well as the preparation and execution of new legal documents.

**8. Cleaning Costs** – a Tenant liability in accordance with the Tenancy Agreement.

**9. Early Termination of Contract** (Tenant(s) request) - should the Tenant(s) wish to leave a 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.

**10. Change of Sharer** (Tenant(s) request) - £50.00 inclusive of VAT per replacement Tenant or any reasonable costs incurred if higher. To cover the costs associated with taking the Landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents, including Inventory and referencing.

**11. Damages** – should a Landlord incur costs as a result of Tenant(s) breaching their contract, the Landlord is entitled to recover costs and deduct the amount from the security deposit.

The Property Holding Deposit will be held for 28 days by mutual agreement during which time all administration in respect of the contract should be completed, including the signing of contract by both parties. If the Tenant's application is successful, the holding deposit will be held on account against the first month's rent (with the Tenants approval). If the Tenant pulls out of the application process, the holding deposit will be forfeited.

**NOTE:** The Property Holding Deposit can be withheld from any relevant person (including any guarantor) in the following instances:

- If the Tenant/Guarantor pulls out of the tenancy before the contracts are signed.
- If the Tenant/Guarantor fails a Right to Rent check.
- If the Tenant/Guarantor provides false or misleading information.
- If the Tenant/Guarantor doesn't enter the agreement by the agreed deadline.

**Client Money Protection** – We are a member of CMP (Client Money Protection)

**Redress Scheme** - We are a member of The Property Ombudsman redress scheme.

**Website :** [www.mpg.co.uk](http://www.mpg.co.uk) (currently being updated).

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