



CHARTERED SURVEYORS

35 EAST STEET, BLANDFORD FORUM, DORSET, DT11 7DU

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FEES TO: LANDLORDS

1) Introduction Only Service	£250.00 (inc VAT) payable for each letting where the tenant is introduced through the Agent
2) Tenant Find Service	90% of the first month's rent (inc VAT) payable for each letting where the tenant is introduced through the Agent
3) Letting and Rent Collection Service	10% (inc VAT) of the rent received.
4) Full Management Service	12% (inc VAT) of the rent received.

The fees under the above services 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.

ADDITIONAL SERVICES

Deposit Holding fee	£30.00 (inc VAT) (included as part of full management service)	<ul style="list-style-type: none">Register tenant's details with the Deposit Protection Service and provide the tenant with the Prescribed Information within 30 days of the start of the tenancy.
Inventory Service	£70.00 to £200 (inc VAT)	<ul style="list-style-type: none">This is dependent on the size of the property and number of bedrooms.
Submission of non-resident landlord receipts to HMRC	£50.00 (inc VAT) per quarter.	<ul style="list-style-type: none">To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the landlord or HMRC.
Duplicate Statements	£10.00 (inc VAT)	
Professional hourly rate	£30.00 (inc VAT)	<ul style="list-style-type: none">Chargeable when required to carry out any additional services. This would typically include such items as dealing with insurance claims, disputes and court attendance.
Void or additional Property inspections	£30.00 (inc VAT) per visit (2 visits per annum are included as part of the full management service).	<ul style="list-style-type: none">To attend for specific requests such as neighbour disputes, visits to monitor the tenancy or any maintenance-linked visit.
Major works/Refurbishment fee	12% (inc VAT) of total works.	<ul style="list-style-type: none">Preparing specification, arranging access for contractors, obtaining two quotes and ensuring works have been carried out in accordance with the specification of works.
Obtaining more than 2 contractors quotes	£40.00 (inc VAT) per quote.	
Regulated Tenancy Rent review	£60.00 (inc VAT)	<ul style="list-style-type: none">Applying for a new fair rent registration and liaising with the tenants and rent officer.

Minimum Fee

Where the Landlord cancels the instruction to provide a full management service during the first 6 months, a fee based upon 90% (inc VAT) of the agreed monthly rent will be payable.

CLIENT MONEY INSURANCE PROVIDED BY: RICS

INDEPENDENT REDRESS PROVIDED BY:
OMBUDSMAN SERVICES

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF.

