

## LETTING & MANAGEMENT FEES AND SERVICES

<b>Lettings service* Note: this fee is subject to VAT at the current rate.</b>	4 weeks rent
<b>Rent collection service**</b>	9.6% inclusive of VAT
<b>Full Management service</b>	12% inclusive of VAT
*subject to a minimum fee of £300 inclusive of VAT for a 6 month tenancy	
**subject to a minimum fee of £420 per annum inclusive of VAT (£300 inclusive of VAT for a 6 month tenancy)	

### Optional Inventories/Condition Schedules

Inventories	Unfurnished	Furnished
Studio	£ 54.00 inclusive of VAT	£ 66.00 inclusive of VAT
1 Bedroom	£ 66.00 inclusive of VAT	£ 78.00 inclusive of VAT
2 Bedrooms	£ 78.00 inclusive of VAT	£ 96.00 inclusive of VAT
3 Bedrooms	£ 90.00 inclusive of VAT	£ 114.00 inclusive of VAT
4 Bedrooms	£ 102.00 inclusive of VAT	£ 132.00 inclusive of VAT
5 Bedrooms	£ 114.00 inclusive of VAT	£ 150.00 inclusive of VAT
6 Bedrooms	£ 120.00 inclusive of VAT	£ 180.00 inclusive of VAT

*Please note that there will be an additional charge of £12.00 inclusive of VAT per room for inventories required for enclosed porches, lobbies, inner halls, stairs and landings, cloakrooms, WC's, En-suite bathrooms, utility rooms, conservatories, garages, gardens, outdoor sheds and storage.*

Check-ins	Free for Full Management & Rent Collection Service
Studio	£ 36.00 inclusive of VAT
1 Bedroom	£ 42.00 inclusive of VAT
2 Bedrooms	£ 48.00 inclusive of VAT
3 Bedrooms	£ 54.00 inclusive of VAT
4 Bedrooms	£ 60.00 inclusive of VAT
5 Bedrooms	£ 66.00 inclusive of VAT
6 Bedrooms	£ 72.00 inclusive of VAT



Registered Office: 9 Gorrington Valley Road, Willingdon, Eastbourne, East Sussex, BN20 9SX

The Exchange Property Services, Percy Wyndham Estate Agents & Valuers, The Exchange Mortgage Services, The Exchange Letting & Management Services, The Exchange Conveyancing Services are trading names of The Exchange Marketing Consultants Ltd, Reg in England No. 06020187.

The Exchange Marketing Consultants Ltd is an appointed representative of Mortgage Intelligence Ltd which is authorised and regulated by the Financial Conduct Authority under number 305330 in respect of mortgage, insurance & consumer credit mediation activities only.

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<b>Optional Periodic property inspections (per visit)</b>	£ 48.00 inclusive of VAT
<b>Tenancy Agreement Fee (free with full management)</b>	£ 48.00 inclusive of VAT
<b>Deposit dispute service hourly rate (free with full management)</b>	£ 30.00 inclusive of VAT

The following services are not subject to VAT:

<b>Annual Gas Safety Check/Certificate arrangement fee (Free with full management)</b>	£ 20.00
<b>Portable Appliances Electrical Check/Certificate arrangement fee (Free with full management)</b>	£ 20.00

## **GUIDANCE NOTES ON FEES AND SERVICES**

### **LETTING SERVICE (4 WEEKS RENT + VAT)**

The letting fee represents our commission for marketing your property and finding a tenant. It is payable in advance and prior to the commencement of the tenant's occupancy. The initial letting fee is calculated at 4 weeks rent plus VAT based on the agreed monthly rental.

### **RENT COLLECTION SERVICE (9.6% inclusive of VAT)**

The rent collection service involves the collection of the monthly rentals from your tenants each month on your behalf. The fee charged represents our commission for providing this service. The fee charged represents our commission for providing this service. Our fee is calculated at 8% + VAT based on the agreed monthly rental for each relevant property and is deducted from the rents collected on a monthly basis.

Most landlords ask for the rent to be paid directly into their bank account. This is usually done via the BACS system (Bank's Automated Clearing System). If you prefer to be paid by cheque appropriate arrangements can be made.

### **MANAGEMENT SERVICE (12.0% inclusive of VAT)**

The management service is another optional service. In addition to the collection of monthly rentals this service involves the carrying out of all activities related to the full management of your property. The fee charged represents our commission for providing this service. Our fee is calculated at 10% + VAT based on the agreed monthly rental for each relevant property and is deducted from the rents collected on a monthly basis.

**\* Special terms and discounts may apply if instructed on portfolios of multiple properties. Please contact us to discuss your individual requirements in more detail.**



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## INVENTORY SERVICES

We strongly recommend that you have a professional inventory compiled for your property regardless of the level of service you decide to opt for. In cases of disputes with tenants over the retention of deposits, this record can be provided as evidence to an arbitrator in support of your claim. During a check in and check out the property's inventory record forms the basis for any dilapidations calculations necessary where for instance there may be breakages, losses, cleaning, or gardening work required prior to putting the property back on the market.

Independent and professionally prepared check in and check out reports can once again provide persuasive supporting evidence to an arbitrator in cases where there are disputes with tenants.

### Periodic property inspections

This is an optional service which can be purchased on an ad hoc basis where you feel that due to the circumstances of a particular tenancy, you would like an independent property inspection carried out on your behalf.

### Deposit dispute service

Where the landlord and tenant are in dispute regarding the full return of the deposit at the end of a tenancy, the dispute can often be quickly resolved through the intervention of a third party such as the agent. Our service therefore covers the cost of us arranging and attending all meetings with the landlord and all meetings with the tenant, as well as all correspondence in attempting to reach a satisfactory agreement between the two parties.

The above descriptions and illustrations are descriptions and illustrations of the type of services that we provide and are for illustration purposes only. They are not legally binding and do not form part of any contract with The Exchange Letting & Management. Fees have been calculated inclusive of VAT based upon a VAT rate of 20% correct at the time of print but could be subject to change. This document is the current version of our price list as at [01/01/2019] and may be amended by The Exchange Wyndham Letting & Management at any time.



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