

FEES TO LANDLORDS

Cotswold Lettings: Services and Fees

Tenant Find:

14.4% of annual rent (incl. VAT) for the first year
For a 6 month tenancy – 1 month's rent plus VAT
(Both subject to a minimum fee of £1200 (incl. VAT))

BRIEFLY INCLUDES:

Initial market appraisal
Provide essential information regarding legal requirements
Prepare unique marketing material
Launch of extensive marketing campaign to include erecting a To Let Board
Interview prospective tenants and accompany viewings
Negotiation of tenancy details
Application of references and credit checks
Collecting and holding of deposit
Creation of relevant tenancy agreement and any other related documents
Instruct an Independent Inventory Clerk to carry out a Schedule of Condition and Inventory
Set up all future payments of rent by Standing Order Mandate direct into the landlords account.

Fully Managed:

19.2% of annual rent (incl. VAT) payable quarterly in arrears for the
The duration of the tenancy.

BRIEFLY INCLUDES:

Includes all aspects of our Tenant find only service and in addition:
Arrange for the transfer of utility accounts
Recommendation and coordination of cleaning, gardening or other maintenance required in preparation to let
Rent demands issued to tenants monthly and transferred to the landlord quarterly in arrears, minus any agreed deductions.
Quarterly property inspections
Payment from your client rental account for all out goings e.g. service charges
Coordination of repair and maintenance
Liaise with loss adjusters and insurers for any insurance claims
Vacant property management between tenancies

Butler Sherborn LLP is a member of the Royal Institution of Chartered Surveyors (RICS) and The Ombudsman Services, and abides by the Trading Standards Approved Code.

Client Money Protection Insurance is in place so that you know your money is in safe hands and all Tenants deposits are registered within the Dispute Service, and held in accordance with the Tenancy Deposit Scheme (TDS).

ADDITIONAL NON OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF THE LEVEL OF SERVICE):

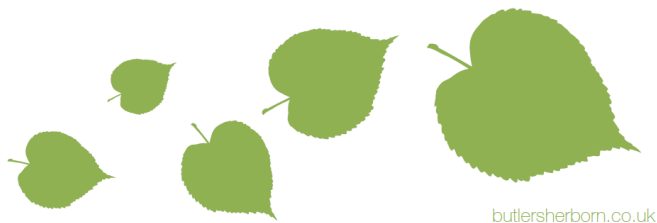
Brochure production (per 100 copies)	£96 (incl VAT)
Ingoing inventory costs (estimated dependent on size of property)	£150 - £700 (incl VAT)
Deposit registration within the Tenancy Deposit Scheme	£60 (incl VAT)
Property visits (For Tenant find only service) or/and adhoc management, if requested during a tenancy (per visit or per hour)	£120 (incl VAT)
Renewal of the Tenancy to Periodic Assured Shorthold Tenancy (with no change to the tenancy)	£60 (incl VAT)
Renewal of the Agreement to a new Fixed Term Tenancy (all details agreed between landlord and tenant direct)	£480 (incl VAT)
Rent review negotiations and new Fixed Term Tenancy Agreements	8% of the annual rent (incl VAT)
Providing Duplicate copies of tenancy agreements, TDS certificates (Excluding Inventories)	£24 (incl. VAT)
Check out Report at the end of the Tenancy through an Independent Clerk (estimate dependent on property size)	£150 - £650 (Incl. VAT)
Assistance with dilapidation negotiations at the end of a Tenancy (Tenant Find only – per hour charge)	£120 (Incl. VAT)

Any accounts not settled within 30 days from the date of the invoice will be subject to penalty interest, charged both before and after any judgment, at 6% per annum over the Barclays Bank Plc's base rate (accrued on a daily basis) until the outstanding sums are paid in full.

In the event that a client withdraws a property from the market prior to a let being agreed, the sum of £360 (incl VAT) will be levied as contribution towards marketing costs.

If a tenant is introduced by Butler Sherborn LLP and an acceptable offer is made, and thereafter the client withdraws the property from the market, half of the commission that would have been paid for the tenant find only, would become payable.

If unconditional contracts for the sale of the property are exchanged with a tenant introduced by Butler Sherborn LLP, a commission fee of 1.2% (incl. VAT) of the sale price will become payable.



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