

### Fee Structure

Service	Fee (Inclusive of VAT)	Fee (Plus VAT)	Description of Service
<b>LETTINGS</b>			
Furnished Managed or Tenant Find Inventory	£120.00	£100.00 Plus VAT	Includes a full condition report to note contents and photographic evidence
As above, 3+ Beds	£156.00	£130.00 Plus VAT	As Above
Unfurnished Managed or Tenant Find Inventory	£108.00	£90.00 Plus VAT	As Above
Inventory Refresh	£72.00	£60.00 Plus VAT	As Above – Revised from the original document after revisiting property
Tenant Find Check Out	£108.00	£90.00 Plus VAT	To inspect premises at the end of tenancy and provide full report and hold photographic evidence. (Included in full management service)
Tenant Find Check Out, 3+ Beds	£132.00	£110.00 Plus VAT	As Above
Company Let Company Fee	£300.00	£250.00 Plus VAT	Administration fee for the cost of referencing the company and preparing the company tenancy agreement
Car Park Agreement Tenant Fee	£60.00	£50.00 Plus VAT	Administration fee for the cost of preparing the car parking agreement
Tenancy Amendment Tenant Fee	£50.00	£41.66 Plus VAT	Administration fee to change the tenancy agreement, e.g. Change of Sharer
Tenant Find Renewals – Landlord Fee (Per Property)	£180.00	£150.00 Plus VAT	To include agreeing terms of tenancy, drawing up agreement and obtaining signatures. References are not included.
Managed Renewals – Landlord Fee (Per Property)	£60.00	£50.00 Plus VAT	As Above
Managed Monthly Landlord Fee	15% (Minimum Fee £60.00)	12.5% Plus VAT (Minimum Fee £50.00 Plus VAT)	Please see terms of business for details of what fee covers
Letting Fee, Tenant Find & Managed – Less than 12 Month Tenancies	60% of one month's rent (Minimum fee £540.00)	50% Plus VAT of one month's rent (Minimum fee £450.00 Plus VAT)	Please see terms of business for details of what fee covers
Letting Fee, Tenant Find & Managed – 12 Months or more Tenancies	90% of one month's rent (Minimum fee £630.00)	75% Plus VAT of one month's rent (Minimum fee £525.00 Plus VAT)	Please see terms of business for details of what fee covers
Early Release From Tenancy – Tenant Fee	Fee's as above (Tenant responsible for Landlord's Letting Fee)	Fee's as above (Tenant responsible for Landlord's Letting Fee)	Marketing and administration fee to find a new tenant for the property to release the current tenant from their tenancy at their request
Late Rent Payment Tenant Fee	3% + Bank of England Base Rate of the daily rent, payable once rent is over 14 days late	2.5% Plus VAT + Bank of England Base rate of the daily rent, payable once rent is over 14 days late	Administration fee to chase late rent payments

### Fees Structure - Continued

LETTINGS/SALES			
Energy Performance Certificate	£108.00	£90.00 Plus VAT	Legally required to market any property for sale or let, valid for 10 years. Includes arranging and uploading to particulars
CP12 (Gas safety certificate)	£61.20	£51.00 Plus VAT	Gas Safety Certificate – valid for 1 year, legal requirement
Proof of Ownership (Land Registry Title)	£5.00	£4.16 Plus VAT	Legally required by agents to obtain proof that we are acting for the legal owners of the property for sale or let.
Smoke Alarm / Carbon Monoxide Check	£70.56	£58.80 Plus VAT	To check alarms in working orders
To Check Alarms, One Detector Fitted	£102.00	£85.00 Plus VAT	As above and fit detector
To Check Alarms, Two Detectors Fitted	£145.20	£121.00 Plus VAT	As above and fit two detectors
Legionnaires – 1 Bathroom	£64.80	£54.00 Plus VAT	To test and check for Legionnaires disease within the water
Legionnaires – 2 Bathrooms	£72.00	£60.00 Plus VAT	As above
Legionnaires – 3+ Bathrooms	£79.20	£66.00 Plus VAT	As above
CP12 and Service	£115.20	£96.00 Plus VAT	Gas Safety Certificate – valid for one year, plus service
Electrical Installation Condition Report – Apartment/Flat	£172.80	£144.00 Plus VAT	Check on electrical installations in the property, valid for 5 years
Electrical Installation Condition Report – House	£307.20	£256.00	As above

Kingston Property Services Limited trading as Living Spaces are members of SafeAgent. Firms licensed by the scheme have demonstrated that they have met defined letting and/or management standards, offer independent redress via The Property Ombudsman and hold Professional Indemnity Insurance as well as belonging to a Client Protection Scheme.