

# LIVING SPACES

## Sales, Lettings and Management

### Fee Structure

Service	Fee (Incl. VAT)	Fee (Plus VAT)	Description of Service
<b>LETTINGS</b>			
Furnished Managed or Tenant Find Inventory	£156.00	£130.00 Plus VAT	Includes a full condition report to note contents and photographic evidence
As above, 3+ Beds	£216.00	£180.00 Plus VAT	As Above
Unfurnished Managed or Tenant Find Inventory	£138.00	£115.00 Plus VAT	As Above
Inventory Refresh	£132.00	£110.00 Plus VAT	As Above – Revised from the original document after revisiting property
Tenant Find Check Out	£168.00	£140.00 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	£198.00	£165.00 Plus VAT	As Above
Tenant Find Check Out plus Inventory	£312.00	£260.00 Plus VAT	To inspect premises at the end of tenancy and provide full report and hold photographic evidence. (Included in full management service) Includes a full condition report to note contents and photographic evidence.
Company Let Tenant Fee	£540.00	£450.00 Plus VAT	Administration fee for the cost of referencing the company and preparing the company tenancy agreement
Car Park Agreement Tenant/LL Fee	£90.00	£75.00 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
S13 Notices- Rent Increase	£60.00	£50.00 Plus VAT	To serve a section 13 notice to increase rent, permitted once yearly
S8 Notice to require possession	£90.00	£75.00 Plus VAT	To serve legal notice to obtain possession
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	60% of one month's rent (Minimum fee £540.00)	50% of one month's rent Plus VAT (Minimum fee £450.00 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

### Fee Structure – Continued

LETTINGS/SALES			
Energy Performance Certificate	£138.00	£115.00 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)	£84.00	£70.00 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.
Onboarding Fee- Landlords, Sellers, Buyers	£30.00 PP	£25 Plus VAT PP	Verifying Identification, PEP/sanctions checks and confirming source of funds if applicable
Smoke Alarm / Carbon Monoxide Check	£89.40	£74.50 Plus VAT	To check alarms in working orders
To Check Alarms, One Detector Fitted	£129.23	£107.69 Plus VAT	As above and fit detector
To Check Alarms, Two Detectors Fitted	£183.95	£153.29 Plus VAT	As above and fit two detectors
Legionnaires – 1 Bathroom	£82.09	£68.41 Plus VAT	To test and check for Legionnaires disease within the water
Legionnaires – 2 Bathrooms	£91.21	£76.01 Plus VAT	As above
Legionnaires – 3+ Bathrooms	£100.34	£83.62 Plus VAT	As above
CP12 and Boiler Service	£129.23	£107.69 Plus VAT	Gas Safety Certificate – valid for one year, plus service
Boiler Service	£91.40	£76.17 Plus VAT	Service of boiler
Unvented Hot Water System Service	£103.38	£86.15 Plus VAT	Service of Unvented Hot Water System
Electrical Installation Condition Report (EICR) – Apartment/Flat	£186.64	£155.53 Plus VAT	Check on electrical installations in the property, valid for 5 years
Electrical Installation Condition Report (EICR) – House	£387.29	£322.74 Plus VAT	As above
Electrician/Gas Call Out Charge	£85.28	£71.07 Plus VAT	Call out to Investigate Issue- leaks, boiler etc (if issue can be resolved at visit call out charge only, if further works required call out charged for investigation and estimate sent for approval to LL)
Three Yearly Plumbing Inspection	£256.25	£213.54	Survey of appliances and plumbing, providing full report.
Annual Plumbing Inspection	£135.31	£112.76 Plus VAT	Survey of appliances and plumbing, providing full report.

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.