

LANDLORD SCALE OF CHARGES

- **COMPREHENSIVE PROPERTY MANAGEMENT SERVICE**

11.4% INC VAT of rental payable monthly

- **Rent Collection Only Service**

10.2% INC VAT of rental payable monthly

- **Lettings Service Introduction Only**

9% INC VAT payment of yearly rental income

Please Note The Above Rates Apply On A Sole Agency Basis Only. Should You Instruct Another Agent Alongside Foundations Our Dual/Multi Agency Fees Increase By 2% (plus Vat)

The Renewal Commission fee is charged at **£144.00 inc vat**, this includes renegotiating new or existing terms and preparing extension documents.

The charge to the landlord for the tenancy agreement is **£174.00 inc vat**

Where the initial term of the letting is for a period of six months or less, Foundations will take reasonable steps to attempt to verify the identity of potential tenants. Where the initial term of the letting is for a period greater than six months, Foundations will obtain references on prospective tenants via FCC Paragon. By signing the tenancy agreement or otherwise instructing Foundations to proceed with a letting, the landlord, or landlord's agent, is deemed to have seen and accepted any such references or identity checks, or waived the requirement for Foundations to obtain these. The charge to the landlord for obtaining references is **£354.00 inc vat**

Preparation of documents in the form of photocopies or other relevant publishing material for a dispute through adjudication (MyDeposits) or County Court **£210 inc vat**

The deposit will be held in accordance with the terms of the tenancy agreement. The charge to the landlord for the deposit protection certificate is **£71.40 inc vat**

Foundations can organise an EPC from an approved supplier at the competitive rate of **£99 inc vat**

Where a non-resident landlord does not have approval from HMRC, we charge **£126.00 inc vat** for submitting quarterly returns and an annual return. We complete the annual return and send you a certificate showing the amount of tax that we have paid on your behalf. No interest is paid to landlords on tax held by Foundations.

If your property falls within the Selective Licensing area of Woking the fee to complete the application on your behalf will be **£234.00 inc vat**