



Fees and Charges	All fees inclusive of VAT	Managed	Managed with Rent Guarantee	Finders Only
<b>Lettings Service Fee / Setting Up Fee</b> Market Appraisal, marketing and advertising, accompanied viewings, negotiating with prospective tenants, referencing of tenants, producing the Tenancy agreement and collection of the first month's rent.		42% inc. VAT of the first months rent	42% inc. VAT of the first months rent	90% inc. VAT of the first months rent
<b>Deposit</b> Fee for collecting, protecting and registering the deposit with the Custodial Scheme (DPS) within the legal timescale of 30 days.		Free	Free	£36.00 inc. VAT
<b>Fully Managed Service (percentage of monthly rental)</b> (promotion values may vary) Property maintenance, mid-term property inspections, service of notices, deposit registration, rent collection, taking meter readings and notifying the utility companies and keeping the Landlord fully updated with changes in Tenancy Laws.		12% inc. VAT	15.6% inc. VAT	N/A
<b>Landlord cancellation fee</b> Withdrawal from entering into a Tenancy with a tenant after instructing Harris & Birt to act on your behalf.		£300.00 inc. VAT	£300.00 inc. VAT	£300.00 inc. VAT
<b>Responding on your behalf to your tenant(s) deposit dispute</b>		Free	Free	£60.00 inc. VAT
<b>Initial Charges</b>				
<b>Energy Performance Certificate (EPC) – valid for 10 years.</b>		£72.00 inc. VAT	£72.00 inc. VAT	£84.00 inc. VAT
<b>Gas Safety Certificate – renewed annually.</b>		£72.00 inc. vat	£72.00 inc. VAT	£84.00 inc. VAT
<b>Electrical installation condition report.</b>		£150.00 inc. VAT	£150.00 inc. VAT	£168.00 inc. VAT
<b>Preparation of professional inventory.</b> Studio/1 bedroom 2 bedroom 3 bedroom 4 bedroom plus		£72.00 inc. VAT £96.00 inc. VAT £120.00 inc. VAT £144.00 inc. VAT	£72.00 inc. VAT £96.00 inc. VAT £120.00 inc. VAT £144.00 inc. VAT	£108.00 inc. VAT £144.00 inc. VAT £180.00 inc. VAT £192.00 inc. VAT
<b>Renewal/Extension of Tenancy</b>				
<b>Renewal/extension of fixed term Tenancy Agreement</b>		£60.00 inc. VAT	£60.00 inc. VAT	£120.00 inc. VAT

<b>General Charges</b>			
Duplicate copy statements (per copy).	Free	Free	£12.00 inc. VAT
Annual statement of income and expenditure.	£48.00 inc. VAT	£48.00 inc. VAT	N/A
Fee for preparing and serving appropriate Notices.	Free	Free	£72.00 inc. VAT
Attendance at Court/Tribunal (charged per day).	Free	Free	£300.00 inc. VAT
Additional property visits (outside of mid-term inspections).	Free	Free	£30.00 inc. VAT
Responding to Ombudsman disputes.	Free	Free	£240.00 inc. VAT
Property visits arranged by the Landlord's appointed contractor(s).	Free	Free	£48.00 inc. vat
Key cutting administration charge.	£18.00 inc. VAT	£18.00 inc. VAT	£18.00 inc. VAT
Conducting a thorough final inspection of the property at the end of the Tenancy.	Free	Free	£72.00 inc. VAT