

## Rent Collection and Full Management Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% inc VAT

Full Management Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods, payable monthly	18% of the rent (15% + VAT)
Rent Collection Service Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods, payable monthly	14.4% of the rent (12% + VAT)
Set Up Fee (This fee includes a Tenancy Agreement and transfer and management of your utilities)	£300.00 (£250.00 + VAT) where the monthly rent is less than £1000 £360.00 (£300.00 + VAT) where the monthly rent is between £1000 and £2000 £510.00 (£425.00 + VAT) where the monthly rent is between £2000 and £3000 £760.00 (£633.00 + VAT) where the monthly rent is over £3000
Inventory/Check Out Preparation	Full inventory services available - ask the branch for more details
Renewal Agreement	£150.00 (£125.00 + VAT)
Compliance Indemnity	£13.20 (£11.00 + VAT) per month
Either of the following fees will apply should the Compliance Indemnity fee not be applicable:	
No Deposit Option Administration Fee	£4.80 (£4.00 + VAT) payable monthly
Protection of the Tenancy deposit with The Dispute Service	£4.80 (£4.00 + VAT) payable monthly
Premier Service	4.2% of the monthly rent (3.5% + VAT) payable monthly

## Tenant Introduction Only Service

If during the sole agency period other agents are instructed, the commission rate will be increased by 20% inc VAT of one months' rent

Tenant Introduction Only Service	10.8% (9% + VAT)* of the first 12 months' rent on a sole agency deducted from first rent payment or of the first month's rent does not cover the value of the invoice the funds are payable prior to completion. £240 ("200 + VAT)* and then 5.4% (4.5% + VAT) for any renewal or extension thereafter including periodic.  *Sole Agency
Set Up Fee (This fee includes a Tenancy Agreement)	£300 (£250 + VAT) payable on the commencement of the tenancy
Protection of the Tenancy Deposit with The Dispute Service	£95.00 + VAT (£114.00 inclusive of VAT) payable on commencement of the tenancy
Inventory / Check-out preparation	Full inventory services are available, ask in branch for details

Romans is a member of PropertyMark (which includes their Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK



## Standard/Additional Fees - applicable to all tenancies

Legal Fees (All charges are included if the Premier Service has been purchased) - Fees quoted below are inclusive of VAT

Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£59.40
Service of a Legal Notice for Possession*	£72.00

## Additional Fees - Fees quoted below are inclusive of VAT

Carbon monoxide detectors and smoke alarms	Contractor installation invoice plus £32.40 for each alarm
Instruction of either a gas safety record or electrical certificate	Contractor invoice plus £30.00** arrangement
EPC (Energy Performance Certificate)	£90.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Key Cutting	Invoice value plus £12.00
Shopping fee	Invoice value plus £42.00
Project manage on behalf of the Landlord any major Works exceeding £500 + VAT	12% of the contractor's invoice
Property Inspections and Visits Additional visits made by the Agent to the property at the specific request of the Landlord	£42.00 per property visit

\* included in Managed Service

\*\* £30.00 arrangement fee included in Managed Service

## Sales

Early Determination Fee Should the Landlord sell the Property with the tenant in situ then the Landlord hereby agrees to pay the Agent an early determination fee. This fee is waived if we sell the Property.	£600.00
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