

## FEES TO: Tenants



### BEFORE YOU MOVE IN:

#### Tenancy Administration Fee

**£450 (Inc VAT) for 3 Tenants, £150 (Inc VAT) Per tenant**

#### Thereafter

Preliminary paperwork, drawing up the Tenancy Agreement, deposit protection and reference checks.

#### Renewal Fee

**£210 (Inc. VAT) for all tenants**

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

#### Change of Occupancy Fee

**£300 (Inc. VAT) per tenant**

Processing the application, associated paperwork and referencing

### ENDING YOUR TENANCY:

#### Check out Fee

**£144 (Inc. VAT) for all tenants**

For the inventory company to undertake an updated Schedule of Condition based on the original inventory

#### Professional Cleaning (if required)

**See below schedule**

Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

#### Early Termination Fee

Should you wish to terminate your tenancy before the end of the term and the Landlord agrees that you can terminate early, you will be responsible for paying the pro-rata commission payable by the landlord, up to the point of any break clause exercisable by you, unless you are exercising a break clause which is contained in your tenancy agreement. You will be liable for rent and bills until a replacement tenant is found for the property.

### OTHER FEES AND CHARGES:

#### Unpaid Rent

**£60 (Inc. VAT) per payment**

If payment is not received within 5 working days of due date.

#### Providing a Tenant Reference

**£42 (Inc. VAT) per reference**

### FEES TO: Landlords

#### Tenancy Administration Fee

**£450 (Inc VAT) for all tenants**

Preliminary paperwork, drawing up the Tenancy Agreement, deposit protection and reference checks.

#### Renewal Fee

**£210 (Inc. VAT) per tenancy  
9% + VAT (10.8% Inc. VAT)**

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

#### Check in & Inventory Fee

**See below schedule**

Preparing an Inventory and Schedule of Condition of the property and taking meter readings for utilities and services.

#### Lettings Fee

**11% + VAT (13.2% Inc. VAT) of the annual rental**

Contract negotiation and collection of rent

#### Lettings Fee & Management

**17% + VAT (20.4% Inc. VAT) of the annual rental**

Contract negotiation, collection of rent, undertake inspection visits to property, arrange routine repairs and instruct approved contractors.

#### Tax Retention and completion of documentation for HMRC

**£600 (Inc. VAT) per quarter**

Property Size	Unfurnished/ Furnished	Full Professional Clean	Light Domestic Clean
1 Bed	£160 + VAT	£230 + VAT	£135 + VAT
2 Bed	£180 + VAT	£250 + VAT	£150 + VAT
3 Bed	£200 + VAT	£280 + VAT	£170 + VAT
4 Bed	£220 + VAT	£330 + VAT	£200 + VAT
5 Bed	£255 + VAT	£400 + VAT	£240 + VAT
6 + Bed	Quote Required	Quote Required	Quote Required
Any Additional rooms thereafter	Quote Required	£45 + VAT	£45 + VAT

Contractor Fixed Rates Test	Price	Electrical installation Condition Reports	Price
Gas Safety Test	£95 + VAT	1 Bedroom flat – Up to 10 circuits	£220.00 + VAT
Gas Safe Test and Service	£135 + VAT	2 Bedroom flat – Up to 10 circuits	£240.00 + VAT
PAT Test	£95 + VAT	3 Bedroom flat – Up to 10 circuits	£260.00 + VAT
EPC	£99 + VAT	4 Bedroom House – Up to 10 circuits	£280.00 + VAT
Smoke Alarms & Carbon Monoxide Detectors installation	£60 + VAT Installation visit and £25 for every detector installed	5 Bedroom House – Up to 10 circuits	£320.00 + VAT
Legionnaires assessment	£100 + VAT	*The charges are fixed up to 10 circuits and are charged at £15 + VAT per circuit thereafter	

Winchester White are a member of the MyDeposits protection scheme



