GIBBS GILLESPIE

Landlord Fee Schedule

Full Management and Rent Collection Fees

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

Full Management Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly. Compliance Fee	18% of the rent, inclusive of VAT (15%+VAT)* £14.40 inclusive of VAT (£12.00 + VAT) per month *Sole Agency

Rent Collection Service Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly Protection and holding of tenancy deposit OR Contribution towards administration of No Deposit Scheme	14.4% of the rent, inclusive of VAT (12% +VAT)* £7.20 inclusive of VAT (£6.00 + VAT) per month *Sole Agency

Plus

Set Up Fee (This Fee includes a Tenancy Agreement and transfer and management of your utilities)	£450.00 inclusive of VAT (£375.00 + VAT) payable on the commencement of the tenancy
Inventory and Schedule of Condition	Full Inventory services available – ask the branch for more details
Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only)	£216.00 inclusive VAT (£180.00 + VAT)
PEP and Sanctions Check Fee **This fee will be due when the Compliance Fee or TDS/No Deposit Fee is not charged*	£24.00 inclusive of VAT (£20.00 + VAT)
Premier Service	5.4% of the monthly rent inclusive of VAT (4.5% + VAT) for rental amounts of £1,749 or less per calendar month Or 4.8% of the monthly rent inclusive of VAT(4%+VAT) for rental amounts of £1,750 or more per calendar month

For Short Lets (Less than 6 months) – Full Management Service Only	**(Non-Housing Act Tenancies Only)**
31.2% inclusive of VAT (26% + VAT) of the total rent payable under the Tenancy or any continuation of it either as a fixed term or periodic whether or not the Agent is instructed to act on the Landlord's behalf. Payment of the whole 31.2% including VAT will be payable in advance and collected at the start of the Tenancy. Subject to a minimum of £1,500.00 inclusive of VAT (£1,250.00 +VAT)	

Introduction Only Fees

If during the Sole Agency period other agents are instructed, the commission rate will be increased by 20% including VAT of one month's rent.

Tenant Introduction Only Services	12% inclusive of VAT (10% + VAT)* of the first 12 months, rent on a sole agency deducted from first rent payment or if the first month's rent does not cover the value of the invoice the funds are payable prior to completion. Then 12% (10% + VAT) (Anniversary fee) payable on commencement of the anniversary period *Sole Agency
Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only)	£180.00 inclusive VAT (£150.00 + VAT)
Set Up Fee (This Fee includes a Tenancy Agreement)	£450.00 inclusive of VAT (£375.00 + VAT) payable on the commencement of the tenancy
Protection of the Tenancy Deposit with The Dispute Service	£114.00 inclusive of VAT (£95.00 + VAT) payable on the commencement of the tenancy
PEP and Sanctions Check Fee	£24.00 inclusive of VAT (£20.00 + VAT)
Provision of a Written Statement	£360.00 inclusive of VAT £300.00 + VAT) per tenancy
Inventory – Check Out Preparation	Full inventory services available, ask in branch for details

Gibbs Gillespie 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.

CERTIFIED AND ACCREDITED BY propertymark

The Property Ombudsman

propertymark cmp Client Money Protection

TDS Tenancy Deposit Scheme member

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
Service of a Legal Notice for Possession*	£120.00

Additional Fees – Fees quoted below are inclusive of VAT unless otherwise stated

Instruction of either a gas safety record or electrical certificates	Contractor invoice plus £30.00** arrangement
EPC (Energy Performance Certificate)	From £150.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Service of a legal notice	£72.00
Pre-Tenancy Withdrawal	£1,000.00
Change Of Tenant/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00
Change Of Tenant/Sharer Fee (Agent Instructed on Introduction Only Service)	£420.00
Amending a Tenancy Agreement at a Landlord's request to include Variations of Contract	£60.00
Deposit Dispute Submission Fee	£120.00
Key cutting	Invoice value plus £12.00 per set
Upgrade in service level from Introduction Only to the Managed Service	£200.00
Shopping fee	Invoice value plus £42.00
Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return Additional financial Information required	 £59.40 £60.00 per hour
Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT	12% of the contractor's invoice
Arrangement of Insurance work or refurbishment work or purchase of replacement furniture	12% of the contractor's invoice
Abortive Check In Fee	£120.00
Property Inspections and Visits Additional visits made by the Agent to the property at the specific request of the Landlord	£90.00 per property visit
Additional Property Visits to comply with the conditions of a property licence	£90.00 per property visit
Property Visits to Unoccupied Property	From £80.00 per property visit
Waiting at Property on behalf of the Landlord	£60.00 per hour
Licence application on behalf of the Landlord	£390.00 plus any reasonable expenses or disbursements
Administer Tax to HMRC for and on behalf of the Landlord	£15.00 per annum
International payments	£30.00 per transaction
Withdrawal Fee	Equivalent to 2 months' rent plus VAT applicable to Initial Period. Equivalent to 1 months' rent plus VAT applicable to Anniversary Period.

*included in Managed Service
**£30.00 arrangement Fee included in managed service