

## Schedule of fees and commissions

Schedule of Commissions & Fees associated with the Letting and Management Services.

\*\* (All prices are inclusive of VAT where applicable)

TENANCY RENEWAL CHARGES	
<b>RENEWAL SET UP &amp; ARRANGEMENT FEE</b> - Only applicable to rent collection and full management services.	<b>£350</b>
<b>RENEWAL CHARGES FOR TENANT INTRODUCTION SERVICES</b> - to include any renewal, extension, holding over or periodic tenancies payable in advance of the renewal or upon a successful execution of the agreement.	First Renewal: <b>10%</b> Second Renewal: <b>8%</b> Third and any subsequent renewals: <b>6%</b>
TENANCY RELATED DOCUMENTATION	
<b>AST AGREEMENT</b> (includes the cost of Tenant referencing and Right to Rent checks) - An agreement for an assured shorthold tenancy to include the preparation and negotiation of terms thereof.	<b>£225</b>
<b>NON-AST AGREEMENT</b> includes the cost of Tenant referencing and Right to Rent checks) - An agreement for a non-assured shorthold tenancy to include the preparation and negotiation of terms thereof.	<b>£185</b>
<b>TENANCY ADDENDUM</b> - A change or amendment to any existing AST Agreement or Non-AST agreement.	<b>£120</b>
<b>AGREEMENT OVERVIEW</b> - Should you not wish to use our services to prepare your Tenancy Agreement, but prefer to instead use your own, where we will manage your property, we reserve the right to check the details of your said agreement to ensure it falls in line with current legislation and to ensure we can satisfactorily manage your property in line with your preferred agreement.	<b>£75</b>
INVENTORY & PROPERTY INSPECTION - All services below are conducted by a third party, specialist inventory provider	
Inventory Charges include preparation, arranging and facilitating the inventory and check n process.	<b>£384</b>
1 – 3 bedroom property	<b>£185</b>
4 – 5 bedroom property	<b>£215</b>
6 + bedroom property	<b>POA</b>
Individual Check In or Check Out Inspection	<b>£135</b>
<b>INTERIM PROPERTY INSPECTION</b> – Arranging and conducting a physical property visit followed by a photographic report and specialist recommendations (chargeable per visit).	<b>£95</b>
COMPLIANCE AND SAFETY ASSESSMENTS	
<b>GAS SAFETY CERTIFICATE</b> - An annual assessment of the boiler and gas appliances to ensure safe installation and maintenance of said appliances, flues and pipework.	<b>£95</b>
<b>BOILER SERVICE</b> - Where there is a gas boiler within the property a gas registered contractor will remove each component to clean and de-rust before putting back to prolong the longevity of the boiler.	<b>£95</b>
<b>ENERGY PERFORMANCE CERTIFICATE (EPC)</b> - A report outlining the energy efficiency with a property which generally lasts ten years and must be provided to Tenants prior to the signing of the tenancy agreement.	<b>£120</b>
<b>ELECTRICAL INSTALLATION CONDITION REPORT (EICR)</b> - A coded report (1-5) outlining the condition of the electrical installation ensuring all wiring is safe to use. Any code 1 (C1) remedial works must be rectified prior to a tenancy commencing.	Studio – 3 Bedroom Property: <b>£170</b> 4 – 5 Bedroom Property: <b>£215</b> 6+ Bedroom property: <b>POA</b>
<b>SMOKE / CARBON MONOXIDE ALARM INSTALLATION SERVICE</b>	<b>£95 per alarm</b> (includes supply of alarm)

<b>DEPOSIT PROTECTION &amp; ADMINISTRATION SERVICES</b>	
<b>DEPOSIT PROTECTION</b> – Administration covering initial 12 months protection with our preferred deposit scheme.	<b>£72</b>
<b>DEPOSIT PROTECTION RENEWAL</b> – Administration covering annual protection following initial twelve month’s protection.	<b>£40</b>
<b>DEPOSIT DILAPIDATION SERVICE</b> – Only available where a professional, independent check out report has been carried out. (Free under full management service).	<b>£220</b>
<b>ZERO DEPOSIT GUARANTEE</b> – Administration covering the initial twelve-month Zero Deposit Guarantee (ZDG)	<b>£40</b>
<b>ZERO DEPOSIT GUARANTEE RENEWAL</b> – Administration covering a further twelve-month period Zero Deposit Guarantee (ZDG)	<b>£25</b>

<b>INCOME TAX AND FINANCES</b>	
<b>NON-RESIDENT LANDLORD SCHEME (NRLS) SET UP FEE</b> – Arranging with the set up of the NRLS for non-resident landlords.	<b>£120</b>
<b>COPY STATEMENTS</b> – Chargeable per copy	<b>£6</b>
<b>INCOME AND EXPENDITURE REPORTS</b> – A report outlining rental income and expenditure for rental accounts chargeable per report.	<b>£120</b>

<b>RENT AND LEGAL PROTECTION - (only available for rent collection or full management services)</b>	
<b>TWELVE MONTH’S PROTECTION</b> – Where the rental amount is less than £2,500 per month	<b>£384</b>
<b>TWELVE MONTH’S PROTECTION</b> – Where the rental amount is more than £2,500 per month	<b>£465</b>
<b>SIX MONTH’S PROTECTION</b> – Where the rental amount is less than £2,500 per month	<b>£320</b>
<b>SIX MONTH’S PROTECTION</b> – Where the rental amount is more than £2,500 per month	<b>£400</b>

<b>KEYS AND ACCESS</b>	
<b>KEY CUTTING SERVICE</b> – Arranging the cutting of standard keys (does not include the cost of keys)	<b>£24</b>
<b>SPECIALIST KEY CUTTING SERVICE</b> – Arranging cutting or copying or security or special keys / devices (does not include the cost of the key / device and is only available under our full management package)	<b>£60</b>
<b>ACCESS TO PROPERTY</b> – Being present at properties for the purpose of deliveries, contractor access etc. charged per visit)	<b>£60</b>

## Authority to Instruct

I confirm that we would like to proceed with the Services of CKB Estate Agents as outlined below.

STANDARD FEES FOR LETTINGS AND MANAGEMENT SERVICES		
<b>TENANT INTRODUCTION</b> - payable on the initial fixed term of the tenancy period. (we will deduct our commission from the first month's rent and any outstanding amounts owed thereafter will be invoiced accordingly. Subjective to a minimum fee of £840 (£750 + VAT)	10%	<input type="checkbox"/>
<b>TENANT INTRODUCTION &amp; RENT COLLECTION SERVICE</b> - payable monthly and deducted from the monthly rent when recieved.	14.5%	<input type="checkbox"/>
<b>TENANT INTRODUCTION &amp; FULL MANAGEMENT SERVICE</b> - payable monthly and deducted from the monthly rent.	19%	<input type="checkbox"/>