

Fee Schedule

Letting, Rent Collection and Management Service	15% of the rent plus VAT (18%)
Letting and Rent Collection Service	12.5% of the rent plus VAT (15%)
Set Up Fee This includes preparation of your tenancy agreement and inventory	Equivalent to one week's rent subject to a minimum of £295.00 + VAT (£354.00)
Contribution towards the renewal agreement fee	£70.00 + VAT (£84.00)
Protection of the tenancy deposit with The Dispute Service	£3.00 + VAT (£3.60) payable monthly
Instruction to a Domestic Energy Assessor for an Energy Performance Certificate	£95.00 + VAT (£114.00)
MEES (Minimum Energy Efficiency Standards) Report	£67.50 + VAT (£81.00)
EPC + (Instruction to a Domestic Energy Assessor for an Energy Performance Certificate and MEES report)	£112.50 + VAT (£135.00)
Instruction of either a gas safety record or electrical certificate	Cost of contractor invoice plus £25.00 + VAT (£30.00)
Project manage on behalf of the Client any major works exceeding £500 + VAT	10% + VAT (12%) of the contractor's invoice
Visits made by the agent to the property at the specific request of the client	£35.00 + VAT (£42.00) per property visit
Progressing insurance claims	10% of the settlement + VAT (12%)
* Providing documentation to solicitors for Fast Track Possession only	£40.00 + VAT (£48.00)
* Providing documentation to solicitors for Rent Arrears and Possession	£40.00 + VAT (£48.00)
* Court appearance by a Leaders representative as necessary	£100.00 + VAT per half day (£120.00)
Shopping fee Where the agent is required to purchase minor items on behalf of the client	£35.00 + VAT (£42.00)
Cutting of keys	Cost of invoice plus £10.00 + VAT (£12.00)
Carbon monoxide detectors and smoke alarms	£27.00 + VAT (£32.40) for each alarm plus cost of contractor
Leasehold Liability Protection	£75.00 plus Insurance Premium Tax (£82.50)
Tenancy deposit dispute resolution	£75.00 + VAT (£90.00)
Tax Service Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£90.00 + VAT (£108.00) per annum

* Fees marked with an asterisk are covered in full for those clients who have chosen to take advantage of the Leaders Premier Rent Guarantee Service