

MorfittSmith Ltd. Schedule of Letting Fees

Business Plus Service (Enhanced Tenancy Management)

Service	Fee (Inc VAT)
Unless Specified below, the Business Service Fee's apply to this service.	
Tenancy Management Service	16.00% of gross monthly rent payable throughout the tenancy.
Overseas Landlords (HMRC Non-Exemption)	18.00% of gross monthly rent payable throughout the tenancy.
All Access Seminar Pass	Included
Portfolio Review	Included
Financial Portfolio Review	Included
Buy to Let Advisory Service	Included
HMO Management	By Quote

Business Service (Tenancy Management)

Service	Fee (Inc VAT)
Marketing & Tenancy Inception	£300.00
Tenancy Management Fee	14.00% of gross monthly rent payable throughout the tenancy.
Property Condition Report (Inventory)	£150.00
Deposit Collection & Registration	Included
Mid-Term Tenancy Inspection	£35.00 per inspection
Additional Contractor Quotes	£30.00 per additional quote
Management of Pre-Payment Meters	£30.00 per half hour (Plus meter charges)
Tenancy Inspection, Review and Extension (Including Right to Rent Check)	£120.00
Annual Rent & Deposit Review (Section 13 Notice)	£60.00
Annual Immigration Check	£36.00 per tenant
Service of Notices (Section 21 & Section 8)	£150.00
Property Condition Report (Check Out)	£150.00
Deposit Negotiation & Submission to DPS	£60.00 per hour
Statutory Declaration (Solicitors Fee)	£36.00
Court Attendance	£300.00 per half day attendance
Bailiff Attendance	£300.00 per half day attendance
Empty Property Management	£120.00 per calendar month
Empty Property Management (Additional Duties)	By Quote
Re-Let	As per Marketing & Tenancy Inception
Post Tenancy Termination	1.5 times final months gross rent (plus VAT)
Reduction to Economy Plus Service	1.0 times final months gross rent (plus VAT)
Negligence & Licencing Breach	1.5 times final months gross rent (plus VAT)
Rent Guarantee & Legal Expenses Insurance	£36.00 per calendar month payable throughout the tenancy.
Safety Certificates	
Gas Safety & Service *	£115.00
CO2 & Smoke Alarm Installation	By Quote
Water Cylinder Test *	£108.00
Electrical Installation Condition Report *	£200.00
Energy Performance Certificate	£120.00
* Rectification and Repair by contractor is by separate quote.	

Economy Plus Service (Rent Collect)

Service	Fee (Inc VAT)
Marketing & Tenancy Inception	£450.00
Rent Collect Fee	11.00% of gross monthly rent payable throughout the tenancy.
Property Condition Report (Inventory)	£150.00
Deposit Collection & Registration	Included
Tenancy Extension	£120.00
Annual Immigration Check	£36.00 per tenant
Property Condition Report (Check Out)	£150.00
Deposit Negotiation & Submission to DPS	£75.00 per hour
Statutory Declaration (Solicitors Fee)	£36.00
Re-Let	As per Marketing & Tenancy Inspection
Post Tenancy Termination	1.5 times final months gross rent (plus VAT)
Reduction to Economy Service	1.5 times final months gross rent (plus VAT)
Negligence & Licencing Breach	1.5 times final months gross rent (plus VAT)
Rent Guarantee & Legal Expenses Insurance	£36.00 per calendar month payable throughout the tenancy.
Safety Certificates	
Gas Safety & Service *	£150.00
Water Cylinder Test *	£150.00
Electrical Installation Condition Report *	£240.00
Energy Performance Certificate	£120.00
* Rectification and Repair by contractor is by separate quote.	

Economy Service (Let Only)

Service	Fee (inc VAT)
Marketing & Tenancy Inception	£700.00
Property Condition Report (Inventory)	£150.00
Deposit Collection & Registration	£100.00
Tenancy Extension	£120.00
Property Condition Report (Check Out)	£150.00
Deposit Negotiation & Submission to DPS	£60.00 per hour
Statutory Declaration (Solicitors Fee)	£36.00
Tenancy Health Check	£500.00 per 3 hour appointment.
Landlord Rescue Service (only available with a Tenancy Health Check)	£600.00
Rent Guarantee & Legal Expenses Insurance	£450.00
Safety Certificates	
Gas Safety & Service *	£150.00
Water Cylinder Test *	£150.00
Electrical Installation Condition Report *	£240.00
Energy Performance Certificate	£120.00
* Rectification and Repair by contractor is by separate quote.	

General

Service	Fee (Inc VAT)
Key Cutting	£30.00 per half hour (plus cost of Keys)
Instruction Manuals	£30.00 per half hour (plus cost of manual / printing)
Additional Duties as requested at Hourly Rate	£60.00 (non senior staff member) £100.00 (Head of Lettings / Director)
Land Registry Title Deed Search	£15.00
Expenses for Withdrawal	£240.00
Property Purchase by Any Party	1.25% of Purchase Price (plus VAT)* * subject to minimum fee of £1850 (plus VAT)

