Schedule of Commissions and Fees

The table below lists our commission and fees. The full details of each service or fee are set out within our Terms and Conditions

Commission	Exc. VAT	Inc. VAT
Letting Service: Initial Tenancy, payable in advance Subject to a minimum fee of £600 (£500 + VAT)	7%	8.4%
Rent Collection Service: Payable per rental period Subject to a 3 month minimum notice period	8.5%	10.2%
Management Service: Payable per rental period Subject to a 3 month minimum notice period	10%	12%
Letting and Management Service: Where a landlord instructs Glen Hall to provide both the Letting Service and the Management Service, our Letting Fee is reduced to 5% + VAT for the first year of the tenancy. This results in a combined fee of 5% + VAT (Letting) for the first year plus 10% + VAT (Management), totalling 15% + VAT for the first year. *	15%	18%
Abortive letting charge: If landlord withdraws from an agreed offer, other than for failed tenant references	£250	£300
Example of letting commission: If We let a Property at £1,250 pcm and agree an initial letting commission calculated on the first 12 months' Rent at 8.4% then You should expect to pay to Us the sum of £1,260.00 in advance at the commencement of the Tenancy. (12 x £1,250 x 8.4% = £1,260.00). The amount will of course vary if the agreed Rent is higher or lower, or the tenancy period is longer or shorter than shown in this example. Our Management Service commission is charged in addition to this.		

Tenancy documents (for documents provided by Glen Hall only)		
Initial tenancy agreement		
Assured Periodic Tenancy (APT), initial or 'change of tenant' agreement, per tenancy. To include preparation and negotiation of agreement provided by Us and Tenancy Set Up; serving Section 13 Notice	£200	£240

Addendum or Memorandum		
To add to or change terms of tenancy agreement	£100	£120

Deposit protection administration		
Administration covering initial 12 months protection with Tenancy Deposit Scheme (TDS) To include registering the deposit with TDS, issuing prescribed information, leaflet and certificate	£50	£60
Administration covering annual protection with TDS, after first 12 months	£25	£30
Preparing case for adjudication with TDS (free under Management Service)	£200	£240

Referencing and Right to Rent checks		
Per initial tenant, guarantor or company, to include initial Right to Rent check where applicable	£50	£60
Subsequent Right to Rent checks (free under Management Service), per person	£25	£30

Inventory		
Third party charge - using independent specialist inventory clerks - (Prices are subject to change and dependant on whether the property is to be offered furnished or unfurnished)		
Preparing inventory listing, and check-in appointment		
1 - 3 bedroom property	-	£185
4 - 5 bedroom property	-	£245
6+ bedroom property	Price on application	
Individual check in or check out appointments, per appointment	-	£130

Additional management services		
Arranging cutting of standard keys, per set (exc. cost of keys)	£25	£30
Arranging cutting of security keys or obtaining security devices, per hour (exc. cost of keys or device)	£50	£60
Additional property visits, per visit	£50	£60
Waiting at properties (deliveries, contractors, etc), per hour	£50	£60
Supervision of works, as a percentage of net invoiced costs and where invoiced works exceed £1,500 (£1,250 + VAT)	10%	12%

Income tax and statements		
Tax administration (for non-UK residents), per quarter	£75	£90
Copy statements, per copy	£10	£12
Copy statements, per annual tax period	£80	£96

VAT is charged at 20% of the next charge/cost. The rate may vary during the course of this agreement. Any charges will be subject to the prevailing rate of VAT at the time the cost is incurred.

*** Early Termination of Management Service**

If the Management Service is terminated by the Landlord within the first 12 months of the tenancy, the preferential reduced Letting Fee shall no longer apply. In such circumstances, the full Letting Fee of 7% + VAT shall apply based upon the first 12 months' Rent originally agreed.

Where a reduced Letting Fee of 5% + VAT has already been charged, an additional fee of 2% + VAT (being the balance of the full Letting Fee) shall become immediately due and payable, calculated on the first 12 months' Rent originally agreed.