

## SCALE OF CHARGES

VAT is payable at the prevailing rate (currently 20%) on all our fees. In accordance with consumer legislation, it is quoted as included in the prices stated below. If the VAT rate changes, the price charged will change accordingly.

An amount payable under a percentage fee will go up or down depending on the agreed rent level. Fixed fees will remain the same regardless of the rent level agreed.

<p><b>1) Let Only Service –</b> Unless stated otherwise, this includes the marketing, accompanied viewing, referencing, credit searches, deposit registration and occupation contract set up and serving of prescribed information.</p>	<p><b>First Month's Rent</b>  (Subject to a minimum set up fee of £474)</p>
<p><b>2) Marketing &amp; Rent Collection Only -</b> Unless stated otherwise, this includes the marketing, accompanied viewing, referencing, credit searches, deposit registration and occupation contract set up and serving of prescribed information</p> <p>This also includes the collection of rental payments each calendar month, subject to monthly commission</p>	<p><b>80% of the First Month's Rent</b>  <b>PLUS 9.5% of rent received each month</b>  (Subject to a minimum set up fee of £474)</p>
<p><b>3) Full Management Service –</b> Unless stated, this includes the marketing, accompanied viewing, referencing, credit searches, deposit registration and occupation contract set up and serving of prescribed information.</p> <p>This also includes the collection of rental payments each calendar month, subject to monthly commission.</p> <p>Unless instructed otherwise, we would also be responsible for issuing safety checks and certificates, respond to any emergency maintenance work and carryout remedial repairs up to an instructed limit.</p> <p>Plus, two annual property visits with follow up reports and an annual rent review.</p>	<p><b>60% of the First Month's Rent</b>  <b>PLUS 11.5%* of rent received each month</b>  (Subject to a minimum set up fee of £474)</p> <p><b>*Discount Applies for Multiple Properties</b></p>

Recommended and additional to the above services:

### **Inventory & Schedule of Condition – (to include photographs and meter readings) – From £144**

For peace of mind, Elwy will conduct a thorough and detailed inventory. It forms as part of a legally binding occupation contract between contract holder and landlord

<b>Property Management</b>	
<b>Agent Switch Service</b> – when a landlord chooses to switch managing agents to Elwy. We will collect keys, paperwork and complete all necessary checks in the current property. <b>Additional fees may be incurred.</b>	<b>FREE</b>
<b>Occupation Contract</b> – this document creates two standard contracts. A fixed term standard contract commencing on the fixed term occupation date until the fixed term ends and a further standard periodic contract. This fee also applies to a landlord who wishes us to undertake the work for conversion from an existing AST to an Occupation Contract.	<b>£144</b>
<b>Issuing of Prescribed Notices to tenants</b> – Elwy will issue on request from the landlord notices to contract holders. This includes notice for possession and variation of the occupation contract. Elwy will either hand deliver or send the notices via first class delivery with proof of postage.	<b>£72</b>
<b>Rent Reviews &amp; Prescribed Variation of the Rent</b> – Elwy will review the current rent based on the CPI and market conditions and send the prescribed notice to the contract holder.	<b>£48</b>
<b>Void Property Inspection</b> – where requested by the landlord, Elwy can conduct an inspection for properties that are not tenanted.	<b>£54</b>
<b>Additional Property Visit</b> – where specified by a landlord, Elwy are to undertake an additional property visit. (This is in addition to the two property visits already included in the Fully Management Service)	<b>£36</b>
<b>Professional Hourly Rate</b> – this is to include, court appearances, repossession applications, HMO applications/renewals, bailiff attendances, liaising with insurance assessors/companies or other bespoke service requested by the landlord.	<b>£78</b>
<b>DPS Statutory Declaration</b> - this is to be completed by a solicitor if the security deposit is to be returned to the landlord and the tenant has not responded to a payment request within 14 days.	<b>£54</b>
<b>Deposit Dispute</b> – this is to compile any evidence and relating documents to support the landlord's decision in either retaining the full security deposit or if deductions are to be made from the security deposit and are disputed by the tenant.	<b>5% of the Deposit Total</b>
<b>Additional/Bespoke Services</b> – these will be available on request	<b>Negotiable</b>

<b>Safety Certificates &amp; Property Maintenance</b>	
<b>Energy Performance Certificate</b> – this certificate is issued every ten years and is undertaken by a Domestic Energy Assessor.	<b>From £96</b>
<b>Gas Safety Certificate &amp; Boiler Service</b> – this is an annual safety certificate undertaken by Elwy Property Management, we are gas safe registered.	<b>£90</b>
<b>Electrical Safety Certificate</b> – this test is conducted every five years by our NICEIC qualified electrician.	<b>From £144</b>
<b>Hard Wired Smoke Alarms</b> - FFHH Regulations require a smoke alarm, to be present on every storey of a dwelling. Landlords must ensure each of these smoke alarms is in proper working order and connected to the electrical supply and inter-linked with all other smoke alarms. This work will be completed by our NICEIC qualified electrician.	<b>From £200</b>
<b>Carbon Monoxide Detector Fitting</b> – FFHH Regulations require a landlord to ensure that a carbon monoxide alarm is present in any room which has a gas, oil or solid fuel burning appliance installed. Elwy Property Maintenance will arrange to test and fit alarms where necessary.	<b>£50</b>

<b>Legionella Risk Assessment</b> – Elwy can arrange for a specialist to carry out a Water Bacteria Test at the property.	<b>From £120</b>
<b>Fire Blanket Fitting</b> - Elwy Property Maintenance will arrange to supply & fit fire blankets where necessary.	<b>£42</b>
<b>In-House Maintenance</b> – any maintenance issues reported by tenants and the landlord has given permission to attend.	<b>£40 (Per hour)</b>
<b>In-House Maintenance – Plumbing &amp; Heating</b> - any plumbing or heating issues reported by tenants and the landlord has given permission to attend. Elwy Property Maintenance will attend if the issues are deemed to fall under Health and Safety or considered an emergency i.e. – no heating/hot water, escape of water, gas leak etc.	<b>£60 (Per hour)</b>
<b>Overseeing of Major Work costing £1,000 or more</b> – Elwy will charge a percentage of the work carried out by one of our approved contractors, this includes the initial quote, liaising with landlords and tenants, liaising with the contractor, site visits where photographs of work are taken and a routine inspection once work has been complete. This also covers communication during the work being carried out with the landlord.	<b>12% of total costs</b>
<b>Additional Key Cutting</b> – when instructed by a landlord for Elwy to have additional keys cut for their properties.	<b>£12 (Per key)</b>
<b>Additional Quote from a non-approved Contractor</b> – where the landlord requests Elwy to have a secondary quote from a contractor not approved by Elwy	<b>£30</b>
<b>Contractor Commission</b> - Where applicable, commissions will be included in the contractor or supplier invoice.	<b>12%</b>

## Cancellation of Services

**Cancelling a Contract During Tenancy** – In the event of cancellation during a Tenancy, the minimum fee that would be payable will be the fee for each day the Agent has managed the Property, if any, based on the Full Management charges above, subject to a minimum level of the fee for the Let Only Service, plus other expenses incurred, such as the gas safety check.

**Withdrawal** – If a Tenant who is ready willing and able to enter into a Tenancy, is introduced during the Agent's period of instruction, or as a result of their marketing activity, where the Tenant is introduced through the Agent, the minimum fee that would be payable will be the fee for each day the Agent has managed the Property, if any, based on the Full Management charges above, subject to a minimum level of the fee for the Let Only Service, plus other expenses incurred, such as the gas safety check.

### Referral Fee Disclosure:

You are not under any obligation to use the services of any of the recommended providers, and you might like to check out other providers, though should you accept our recommendation the provider is expected to pay us the corresponding Referral Fee. The Referral Fee is separate from your obligation to pay our own fees or commission. This applies to Referencing Companies, Insurance Companies, Utility Providers, Contractors, Building Surveyors and Mortgage Brokers.