

### Fee Schedule

Letting, Rent Collection and Management Service	15% of the rent plus VAT (18%) <i>Sole Agency</i> 17% of the rent plus VAT (20.4%) <i>Joint Agency</i>
<b>Letting and Rent Collection Service</b>	12.5% of the rent plus VAT (15%) <i>Sole Agency</i> 14.5% of the rent plus VAT (17.4%) <i>Joint Agency</i>
<b>Set Up Fee</b> 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)
<b>Contribution towards the renewal agreement fee</b>	£70.00 + VAT (£84.00)
Protection of the tenancy deposit with The Dispute Service	£3.00 + VAT (£3.60) payable monthly
<b>Instruction to a Domestic Energy Assessor for an Energy Performance Certificate</b>	£95.00 + VAT (£114.00)
MEES (Minimum Energy Efficiency Standards) Report	£67.50 + VAT (£81.00)
<b>EPC + (Instruction to a Domestic Energy Assessor for an Energy Performance Certificate and MEES report)</b>	£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)
<b>Project manage on behalf of the Client any major works exceeding £500 + VAT</b>	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
<b>Progressing insurance claims</b>	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)
<b>Shopping fee</b> 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)
<b>Carbon monoxide detectors and smoke alarms</b>	£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)
<b>Tax Service</b> 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