



Lawrence Ward & Co. 22 Bevis Marks. London EC3A 7JB

**LANDLORD SERVICES. RESIDENTIAL TENANCIES.
SUMMARY OF SERVICES, COMMISSION AND CHARGES**

STANDARD COMMISSION RATE FOR INTRODUCTION OF A TENANT (LET ONLY): RENT X 10% + VAT. OR
STANDARD COMMISSION RATE FOR FULL MANAGEMENT INC INTRODUCTION OF A TENANT, RENT COLLECTION AND MANAGEMENT OF THE PROPERTY AND TENANCY: RENT X 16% + VAT. FULL TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST

COMMISSION RATE AND COST OF ADDITIONAL SERVICES WILL VARY WITH DISCOUNTS AVAILABLE ACCORDING TO SOLE/MULTI AGENCY, THE LOCATION, NUMBER, RENTAL VALUE OF ANY PROPERTY(IES) INCLUDED IN ANY INSTRUCTION FROM A LANDLORD.

The table below sets out our charges for additional services that we provide which are not included in our standard services/commission packages or in the service package you choose. The charges are fixed fees and will not vary depending on the rental income unless stated. Fees include VAT unless specifically stated otherwise

Service	Letting, rent collection and full management service	Let only service	Notes
Inspection and advice on market rent	Included	Included	
Full Marketing pack Inc. colour details, professional photography and floorplans	Included	Included	
Marketing to relocation agents and all persons registered with us. Prominent exposure on the major internet portals	Included	Included	
Accompanied viewings	Included	Included	
Set-up Fees: per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and execution of the agreement.	£175.00	£195.00	If you require substantial amendments to the standard agreement additional charges will apply.
Additional Tenant Referencing and Right to Rent checks	£45.00	£55.00	
Transfer of utilities and council tax at start of tenancy	Included	Included	
Preparation and execution of standard extension agreement	£49.00	£55.00	Our standard extension agreement grants a new fixed term and subject to any agreed variation in the rent and terms of the original tenancy.
Obtaining consent from freeholder or their agent	Included	£29.00	Included in full management service but does not include any fee charged by the freeholder/managing agent
Instructing inventory clerk and forwarding inventory, check in and	Included	Included	Included in full management service but does not include inventory clerk's charges.



Lawrence Ward & Co. 22 Bevis Marks. London EC3A 7JB

check out reports			
Undertaking negotiations for the return of a deposit	Included	Minimum charge £75.00	Included in full management service
Arranging Gas Safety inspection	Included	£29.00	Included in full management service but does not include contractor's standard fee for Gas Safety Record
Arranging installation of smoke/carbon monoxide alarms	Included	£29.00	Included in full management service but does not include contractor's fee for work and materials
Arranging professional cleaning contractors to clean the Property	Included	£29.00	Included in full management service but does not include contractor's fee for work and materials
Arranging EPC	Included	£29.00	Included in full management service but does not include contractor's fee for work and materials
Arranging Electrical safety and Portable Appliance Testing	Included	£29.00	Included in full management service but does not include contractor's fee for work and materials
If you are not resident in the UK. Quarterly tax payment to HMRC	Included	N/A	Payable unless and until you have a tax approval number allowing you to receive rental income with no deduction
Annual summary statement of income and expenditure	Included	N/A	
Arranging legionella risk assessment	Included	£29.00	Included in full management service but does not include contractor's fee for work and materials
Tenancy Deposit Protection	£39.00	N/A	Payable per annum for registration with TDS. We do not hold deposits if we do not manage the property
Preparation of documentation for County Court proceedings or TDS adjudication	£129.00	£150.00 Minimum charge	
Service of notices (e.g.: S.8 and S.21 Housing Act 1988, break clause or Notice to quit)	Included	£49.00	Limited to service of notices only. Any additional work required chargeable on a time spent basis.
Provide account statements	Included	N/A	Included in full management service
Attending unoccupied /void period Property and waiting with or for contractors	Included	£65.00	Typically when property is unoccupied and contractors cannot gain access form porter
Rent collection and account management.	Included	N/A	Included in full management service
Reactive repairs and maintenance	Included	N/A	Included in full management service but does not include contractor's fee for work and materials
Planned maintenance	Included	N/A	Included in full management service but does not include contractor's fee for work and materials
Transfer of utilities and council tax at end of tenancy	Included	Included	Included in full management service



Lawrence Ward & Co. 22 Bevis Marks. London EC3A 7JB

Repairs as the result of an insurance claim or refurbishment work that is not scheduled or reactive maintenance.	Included	N/A	Payable for our time typically incurred in meeting insurance loss adjusters, sourcing appropriate contractors, obtaining quotations, liaising with building management, arranging access, overseeing the works to completion and discharging invoices.
Additional services not included in Full Management or Rent Collection services	£65.00 per hour + travel and other reasonable expenses	£75.00 per hour + travel and other reasonable expenses	Sometimes we have to undertake work not included in our standard services. Examples include complying with access requests under the <i>Data Protection Act</i> , dealing with a complaint to the Property Ombudsman and preparation of witness evidence for court hearings or documentation for deposit dispute adjudication. Where we spend time dealing with issues relating to the Property that are not expressly included in the description of our services in this Agreement and are not subject to a fixed fee as set out in this schedule, we will charge based on the amount of hours spent. Except in the case of an emergency, we will provide you with an estimate of our fees charged on this basis before the cost is incurred.
Obtaining documents from HM. Land Registry	Included	£5.00	Register of Title or Title plan, Lease and any other documents – price per document