

<u>Start of Tenancy</u>	<b>Terms of Business - Landlord Service charges</b>	<b>Prices include VAT/gross</b>
<b>Full Management cost</b>	<b>Mandatory – 10 % plus VAT</b> (calculated on achieved rent)	12%
Tenant reference & admin	<b>Mandatory</b> on all services - including professional ref service	Per appl.£90.00
Deposit Registration	Included in fully managed service only	N/A
Inventory with Schedule of Conditions, and Check-in & check-out fees – <b>third party costs</b>	<b>Mandatory</b> – this service is only offered on managed tenancies (dependent on size and scope of property- see landlord guide*)	From £120.00*
Energy Performance Certificate	<b>Legal requirement.</b> Can be arranged for fully managed service	Approx. £75.00
Gas Safety Certificate	<b>Legal requirement.</b> Can be arranged for fully managed service	Approx. £70.00
Withdrawal fee	See section on cancellation & when this applies	£180.00
Rent & Legal Cover (12-month policy)	Managed service only (subject to t&c's. See provider terms) PER ANNUM. Non-managed landlord can apply for cover to provider	Approx. £120.00 +
SMOKE or CO UNIT - per unit installations	Legal requirement (if appl.) Trade costs: purchase, deliver&install	min. £60 +
<b>Let only service *minimum 12 months</b>	<b>7.5 % + vat on full value of contract</b> (9% gross)	9%
Pre-tenancy tenant ref & admin	<b>Mandatory</b> on all services - including professional ref service	Per appl.£90.00
Withdrawal fee	See section on cancellation for relevance of when this applies	£180.00
<b><u>Mid &amp; End of Tenancy &amp; additional or optional services</u></b>		
Additional Property Inspection & Report (managed property only)	min 2 visits & reports, per annum incl. with Full Management Service	per visit £50.00
Tenancy Renewal	Full Management Service Only	£60.00
Re-referencing & contract renewals	Full Management Service Only	Per appl. £150.00
	<b>BELOW SECTION APPLIES TO MANAGED SERVICE ONLY</b>	
Service of a Legal Notice - rent increase	Including proof of service	£60.00
	Service of Section 21 Notice (form 6a) incl. proof of service	£90.00
	Section 8 Notice & paperwork incl.proof of service	£90.00
	Providing triplicate pack of agent's paperwork for submission to court by the landlord to support their application	£90.00
Court Attendance on behalf of landlord	Fully Management Service Only + reasonable costs & expenses	POA
Duplicate Statements / Documents	Per item supplied	£10.00
Post-End of Tenancy Property Management	Full Management Service Only – Additional post tenancy work, negotiations, property attendance, giving access	Per visit £50.00 Or per hour
	<i>Aerial or bespoke photos</i>	<i>£180.00</i>
Reduction of Lettings service -	Managed to Self-managed. 7% + VAT (Relevant to contract value)	
	Notice in writing required. Includes issue of new contract	8.4%
Withdrawal fees	See section on cancellation for relevance of when this applies	£180.00
<b><u>Sales</u></b>	<b>Applies to all tenancy introductions</b>	
Residential Sale	Based on final sold price (Marketed by Shepherds or Fine and Country) – INCLUDING VAT (8.33% + vat = 1% incl)	1.00%
Sale to known third party via Shepherds	To current or previous tenant, or vendor/landlord – 0.65% plus VAT	Approx. 0.78%
<p>** Prices are subject to change ** Shepherds are not responsible nor control prices of external or third-party sources.  Disclaimer: Reasonable measures have been taken to ensure these details are correct. Shepherds cannot be held responsible for legal changes or third-party errors. ** Please seek additional details or advice if you are in any doubt **</p>		

dated: \_\_\_\_\_ Landlord initial: \_\_\_\_\_