

Rent Collection and Full Management Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% inc VAT

Full Management Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods, payable monthly	18% of the rent (15% + VAT)
Rent Collection Service Percentage of the rent payable for the full tenancy term (as defined) including all renewal periods, payable monthly	14.4% of the rent (12% + VAT)
Set Up Fee (This Fee includes a Tenancy Agreement and transfer and management of your utilities)	£300.00 inclusive of VAT (£250.00 + VAT)
Inventory/Check Out Preparation	Full inventory services available - ask the branch for more details
Renewal Agreement	£210.00 (£175.00 + VAT)
Premier Service	4.2% of the monthly rent (3.5% + VAT) payable monthly
Compliance Indemnity Fee	£13.20 (£11.00 + VAT) per month
Either of the following Fees will apply should the Compliance Indemnity Fee not be applicable:	
<ul style="list-style-type: none"> No Deposit Option Administration Fee 	£4.80 (£4.00 + VAT) payable monthly
<ul style="list-style-type: none"> Protection of the Tenancy deposit with The Dispute Service 	£4.80 (£4.00 + VAT) payable monthly

Tenant Introduction Only Service

If during the sole agency period other agents are instructed, the commission rate will be increased by 20% inc VAT of one month's rent

Tenant Introduction Only Service	12% (10% + VAT)* of the first 12 months' rent on a sole agency deducted from first rent payment or of the first month's rent does not cover the value of the invoice the funds are payable prior to completion. £240 (£200 + VAT)* and then 12% (10% + VAT) for any renewal or extension thereafter including periodic. *Sole Agency
Set Up Fee (This Fee includes a Tenancy Agreement)	£300.00 (£250.00 + VAT) payable on the commencement of the tenancy
Protection of the Tenancy Deposit with The Dispute Service	£114.00 (£95.00 + VAT) payable on commencement of the tenancy
Inventory / Check-out preparation	Full inventory services are available, ask in branch for details

Gibbs Gillespie is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK



Standard/Additional Fees - applicable to all tenancies

Legal Fees (All charges are included if the Premier Service has been purchased) - Fees quoted below are inclusive of VAT

Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Service of a Legal Notice for Possession*	£120.00

Additional Fees - Fees quoted below are inclusive of VAT

Carbon monoxide detectors and smoke alarms	Contractor installation invoice plus £32.40 for each alarm
Instruction of either a gas safety record or electrical certificate	Contractor invoice plus £30.00** arrangement
EPC (Energy Performance Certificate)	£138.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Service of a Legal Notice	£72.00
Amending a Tenancy Agreement at the Landlord's request to include endorsements	£60.00
Key Cutting	Invoice value plus £12.00
Shopping Fee	Invoice value plus £42.00
Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£59.40
Project manage on behalf of the Landlord any major Works exceeding £500 + VAT	12% of the contractor's invoice
Property Inspections and Visits Additional visits made by the Agent to the property at the specific request of the Landlord	£90.00 per property visit

* included in Managed Service

** £30.00 arrangement Fee included in Managed Service

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