



Please find enclosed a comprehensive list of our letting fees and charges for Landlords for 2018. Should you require clarification of any of the following information, do not hesitate to speak with a member the Metro Village team.

All prices are inclusive of VAT (unless otherwise stated)

<b>Lettings Services</b>	
Letting only	10% plus VAT of the agreed rent for the entire term due in full at the commencement of the tenancy
Letting & Property Management	15% plus VAT of agreed rent 10% plus VAT letting fee, of which is due in full at the commencement of the tenancy for the entire initial term, and 5% plus VAT property management fee of which is due as the rent is collected.
Property Management Only (includes rent collection)	5% plus VAT of the agreed rent for the entire term and any renewal / extension due as the rent is collected.
<b>Agreement and Arrangement fees</b>	
New Tenancy Agreement fee	£180.00 payable by the landlord
Tenancy Renewal Agreement fee	Three- Fifths of the original let fee
Deposit Registration fee	£84.00
Gas Safety Check arrangement fee	£85.00
EPC arrangement fee	£85.00
Paperwork to be prepared and submitted to the TDS	£180.00
<b>Miscellaneous Charges</b>	
Cancellation Fee	£480.00
Overdue fees	Subject to Interest as stated in our Terms and Conditions
CHAPS payments to overseas accounts	£25.00
Serving of Notices	£60.00
Courts and Tribunals appearance	£180.00 per hour

Applicable to the Fully Managed Service	
Works under £150.00	Will be instructed without consultation with the Landlord unless otherwise instructed in writing
Works over £150.00	Consent will be granted by the Landlord
Additional Property Visits (2 per year included in service)	£60.00
Processing of Insurance Claims	10% plus VAT of total expenditure subject to a minimum fee of £250

Metro Village is a member of ARLA and works to the guidelines set by ARLA  
 Metro Village register deposits with the TDS ensuring the security and protection of client funds

Metro Village is a member of the Property Ombudsman (TPO) scheme and subscribes to the TPO Code of Practice