



LETTING AND PROPERTY MANAGEMENT SERVICES

Service A : Letting, Rent Collection and Full Management Service

- A fee based on a percentage of the monthly rent (payable monthly) plus the Administration Fee (see below).

Service B : Letting, Rent Collection Service Only

- A fee based on a percentage of the monthly rent (payable monthly) plus the Administration Fee (see below).

Service C : Introduction and Letting Only Service

- A single fee is charged equivalent to a percentage of one months' rent plus VAT (subject to a minimum fee) for this service.

This service is not recommended for the busy individual who is not experienced in property management or familiar with tenancy law or registered with one of the approved Tenancy Deposit Schemes. The Administration Fee mentioned below is not payable for this service.

Although, a charge will be made if an initial Inventory and Schedule of Condition is required (see terms and conditions for further information).

Administration Fee (Service A + B)

The administration fee is charged (minimum of £300.00 plus VAT) for these services and is payable at the commencement of the Tenancy and typically includes 6 months Rent Guarantee Insurance. This fee includes the Check-In procedure and the legal administration of the Tenancy Agreement.

For a Free Consultation, please contact your local branch office or fill in the contact form on the website www.johnshepherdlettings.com and we will contact you back.

John Shepherd Lettings charges only apply once the letting has taken place

The above includes advertising and marketing of your property, carrying out accompanied viewings (where applicable), introducing and formally referencing prospective tenants, preparing the Agreement and collection of the initial rent and deposit. The deposit must be held under an approved Tenancy Deposit Protection Scheme governed by the Housing Act 2004. As Agents we have joined the Tenancy Deposit Scheme (TDS) run by The Dispute Service Limited (see separate information for Landlords and Tenants). Service A + B includes arranging an Inventory & Schedule of Condition for the property, notifying the utility suppliers of the meter readings and local authority at the commencement of the tenancy, check-in procedure, periodic property visits with landlord interim reports, end of tenancy check-out inspections and dealing with notices, key surrender, Inventory checks, to arrange Landlord Gas Safety Inspections and Energy Performance Certificates (EPC). Repair and Maintenance issues on Service A only.

Preparation of a Supplemental Agreement for Tenancy Extensions

When the tenancy is extended to an existing Tenant an administration fee is charged to the Landlord (minimum charge £50 plus VAT). Additional charges may apply when a full Tenancy Agreement is required or Additional Rent Guarantee Insurance.

Investment Landlords

Contract terms with reduced charges are available to Landlord's letting five or more properties through John Shepherd Lettings.

Other Services (Subject to Take On Instructions and Terms of Business)

John Shepherd Lettings Fees cover all the normal charges involved in a new Tenancy. However, specific charges may be applicable for items such as:

- Arranging EPC, Gas Safety Inspections & Annual Servicing
- Appropriate Charges for Processing Insurance Claims
- Tax Service and Non-UK Resident Landlord Advise
- Buy-To- Let Service and Formal Rental Assessments
- Introduction to competitive Gas and Electricity Provider
- Additional Preparation work prior to letting
- Supervision of major Renovation Works
- Tenancy Deposit Protection (Included in Service A+B only)
- Additional Management Inspections
- Stamp Duty Land Tax Administration
- Void Property Inspections and Caretaking of Empty Properties
- Specialist Landlord Rent Guarantee, Buildings & Contents Insurance

These charges are accurate at the time of going to print and may be subject to review at the discretion of John Shepherd Lettings, in particular if the Property shall be considered unusually large or of an unusual nature. If these charges are to be increased John Shepherd Lettings shall inform the Landlord in writing prior to any letting being completed. Charges are subject to Value Added Tax and any other Government Tax or charge that may be levied will be charged in addition. See Terms of Business for additional details and information.