

## FEE SCHEDULE

Below is a list of fees which you might incur, depending on the services you instruct Lixing to perform on your behalf. We want our clients to be fully informed of all charges which may occur during your relationship with us. Our terms and conditions are comprehensively set out in this Agreement.

If you have any questions about the contents of this agreement, please do not hesitate to contact us. Please note that where the below services are marked as included in our Long Let and Property Management Service, only Lixing's arrangement fee is included and not the cost of the independent inspections, assessments and works.

### CORE SERVICES

Services	Fees	Notes
1. Long Let (Sole Agency)	<b>9.6% incl. VAT</b>	The fee is deducted on a monthly basis as a percentage of the monthly gross Rent(s) payable for the duration of the initial term of the Tenancy. However, the fee will be deducted in advance if the Rent(s) is paid in advance.
2. Property Management	<b>4.8% incl. VAT</b>	The fee is deducted on a monthly basis as a percentage of the monthly gross Rent(s) payable for the duration of the initial term of the Tenancy. However, the fee will be deducted in advance if the Rent(s) is paid in advance.
3. Fully Managed Short Let	<b>33% incl. VAT</b>	The fee is deducted on a monthly basis as a percentage of the monthly gross Rent(s) payable for the duration of the initial term of the Tenancy. However, the fee will be deducted in advance if the Rent(s) is paid in advance.
4. Tenancy Renewal	<b>9.6% incl. VAT</b>	The fee is deducted on a monthly basis as a percentage of the gross Rent(s) payable for the duration of the full term of the Tenancy upon the commencement of any agreed renewal of the original Tenancy. However, the fee will be deducted in advance if the Rent(s) is paid in advance.
5. Vacant Management	<b>£210 per month incl. VAT pro rata</b>	The fee is charged at the end of each month and deducted from working funds provided by the Landlord.
6. Tenancy Agreement Preparation	<b>£420 incl. VAT</b>	For the arrangement of the Tenancy and associated paperwork. This also includes registering the deposit with the Tenancy Deposit Scheme (if necessary) and carrying out Land Registry and Anti-Money Laundering checks.
7. Renewal Paperwork	<b>£300 incl. VAT</b>	Negotiating, amending and agreeing terms and associated renewal paperwork during the renewal of the existing tenancy.

### ADDITIONAL SERVICES

Services	Fees	Notes	Fee included in our Long Let Service	Fee included in our Property Management Service
8. Professional Cleaning	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost the professional cleaning company charges, which will depend on the size and contents of the property.	✓	✓
9. Professional Inventory and Accompanied Check-in	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost of the inventory check, which will depend on the size and contents of the property.	✓	✓
10. Energy Performance Certificates (EPC)	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost of the certificate prepared by the independent engineer.		✓
11. Gas Safety Certificate	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost of the certificate prepared by the independent engineer.		✓
12. Portable Appliance Tests	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost of the test carried out by the independent engineer.		✓
13. Legionella Risk Assessment	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost of the assessment carried out by the independent assessor.		✓
14. Electrical Installation Conditions Report	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost of the report carried out by the independent assessor.		✓
15. Smoke Alarms and Carbon Monoxide Alarms	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to the cost of the works carried out by the independent installation engineer.		✓
16. Consent to Let	<b>£50 incl. VAT arrangement fee</b>	Our arrangement fee is for seeking and obtaining consents to let the Property from any third party. Our fee is in addition to any fees due to those third parties.		✓
17. Completion Handover	<b>£180 incl. VAT</b>	A representative from Lixing will be present on behalf of the Landlord during the handover of the property from the vendor or developer. We will conduct a basic check of the property and take possession of the keys, but will not include snagging.		✓
18. Property Inspection	<b>£120 incl. VAT</b>	Lixing will inspect the property on the Landlord's behalf. The inspection does not include a snagging service. Please note that our Property Management Service includes one annual inspection only.		✓
19. Major Works (over and above day to day repair works and in excess of £1200)	<b>8% incl. VAT of gross cost of the works</b>	Lixing will obtain competitive quotes and arrange works. Upon completion, we will inspect the works and provide a written report with photos.		✓

Services		Fees	Notes	Fee included in our Long Let Service	Fee included in our Property Management Service
20.	Court, Tribunal and Arbitration Appearance	<b>£250 incl. VAT per hour</b>	Lixing will attend on the Landlord's behalf a court hearing, tribunal or arbitration for any protracted correspondence.		✓ 50% reduction.
21.	Serving Notice to Tenant	<b>£100 incl. VAT</b>	Lixing, on behalf of the Landlord, will serve notice on the Tenant to terminate the tenancy, including a notice to quit and notice under Section 21 of the Housing Act 1988.		✓
22.	Inventory Checkout	<b>£50 incl. VAT</b>	Lixing will arrange for an independent inventory clerk to inspect the property and provide a full inventory report at checkout. The arrangement fee is in addition to the cost the inventory company charges, which will depend on the size of the property.		✓
23.	Deposit Release	<b>£300 incl. VAT per hour</b>	Lixing will liaise with the Tenant on behalf of the Landlord to agree the release of the deposit. Lixing will prepare a submission to The Dispute Service for the Landlord in the event of a deposit dispute. There is a £480 minimum charge for this service.		✓
24.	Amending Tenancy Agreement due to Landlord	<b>£260 incl. VAT per hour</b>	Lixing will negotiate, update and amend the Tenancy contract during the tenancy at the Landlord's request, subject to the Tenant's approval.		
25.	Insurance Claims	<b>12% incl. VAT of the gross cost of the works in relation to insurance claim</b>	Lixing will obtain competitive quotes, inspect the works upon completion, and provide a written report with photos.		
26.	Income and Expenditure Report	<b>£80 incl. VAT</b>	Lixing will produce for the Landlord an income and expenditure report for the Property which can be used when preparing their tax returns.		
27.	Tax Submission	<b>£30 incl. VAT</b>	Lixing will retain funds from rental income on behalf of the Landlord for the submission of tax each quarter to Her Majesty's Revenue and Customs (HMRC).		
28.	Annual Tax Certificate	<b>£80 incl. VAT</b>	Lixing will retain funds from rental income on behalf of the Landlord for the submission of tax each quarter to HMRC. The Landlord will be provided an annual tax payment certificate which can be used for claiming a refund of tax from HMRC, should one be due.		
29.	Waiting at the Property	<b>£50 incl. VAT per half hour</b>	An employee of Lixing will wait at a property with a third party on behalf of the Landlord.		
30.	CHAPS / Faster Payments	<b>£30 incl. VAT fee</b>	Lixing will transfer funds to the Landlord by CHAPS or Faster Payment. The fee is also charged if the Landlord requests overseas payments.		
31.	Management Enquiries	<b>£120 incl. VAT per hour</b>	Lixing will provide answers to any preliminary enquiries regarding the Landlord's property on their behalf for any purpose including that of a sale.		
32.	Obtaining Selective Licensing Schemes	<b>£380 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to any fee from the relevant London Borough		
33.	Obtaining HMO Licensing Schemes	<b>£600 incl. VAT arrangement fee</b>	Our arrangement fee is in addition to any fee from the relevant London Borough.		
34.	Process Agent	<b>£240 incl. VAT</b>	Lixing will act as the client's process agent. The fee is chargeable on a yearly basis.		

We reserve the right to change our fees at any time. Please contact us if you have any questions regarding our fees.