

## Landlords' Fees and Charges

We're committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask a member of our team.

JOHNS&CO is a member of and covered by the ARLA/Propertymark Client Money Protection Scheme. JOHNS&CO is also a member of a redress scheme provided by The Property Ombudsman.

Description of Fee	Excluding VAT	Including VAT
<b>Comprehensive Management Service</b> Including Lettings & Rent Collection Service. Subject to a minimum fee of £1,250 (£1,500 inc VAT) and a minimum monthly management fee of £55 (£66 inc VAT)	16.8%*	20.16*
<b>Lettings &amp; Rent Collection Service</b> Subject to a minimum fee of £1,250 (£1,500 inc VAT)	10.4%*	12.48%*
<b>Lettings Renewal Commission</b> A commission will be charged upon the commencement of the renewed Term and is calculated as a percentage of the gross Rent payable for the new Term.	10.4%*	12.48%*
<b>Managed Only Service</b> Subject to a minimum monthly management fee of £55 (£66 inc VAT)	6.4%	7.68%
<b>Vacant Management Service</b> Including bi-monthly property visits	£200 per month	£240 per month
<b>Tenancy Administration Fee or for Deeds applying to the Tenancy</b> The administration fee will apply for the preparation of the JOHNS&CO Tenancy Agreement and documents and a pre reference on prospective tenants for a proposed Tenancy It will also apply to any Deed of Surrender, Variation, Guarantee or Assignment required	£300	£360
<b>Comprehensive Referencing Fee</b> Including verification of details, credit check, employer, landlord and accountant reference (If available)	£50 per person	£60 per person
<b>Tenancy Deposit Registration Fee</b> Collecting and holding the Security Deposit, registering and issuing deposit protection certificate OR administering the deposit replacement insurance product if applicable.	£100	£120
<b>Tenancy Continuation Preparation of Memorandum of Renewal</b> Drafting and execution of document if supplied by us and registering and issuing deposit registration certificate.	£150*	£180*
<b>Withdrawal from an Agreed Offer</b>	As detailed in the Terms	
<b>Serving of Notices: Section 21</b>	£150	£180
<b>Additional Property Visit</b>	£80	£96
<b>Project Management Fee</b> Management and instruction of contractor works which will be applied to works with a total cost of over £10,000 Inc VAT	10%	12%
<b>Formulating Deposit Adjudication Claim - Comprehensive Management Service</b>	£250	£300
<b>Duplicate Accounting Statements</b> Where the Landlord requires further copies of statements already supplied there will be an additional charge of £12 (£10+VAT) per copy statement	£10	£12
<b>Annual Tax Certificate</b>	£60	£72
<b>Annual Income and Expenditure Report</b>	£100	£120
<b>Legal Proceedings</b> When our staff are required to attend court or arbitration hearings. Cost per person per day	£416.67	£500
<b>Sale of Property</b> Based on sale price agreed	1%	1.2%
<b>Application for Licence</b> Excludes cost of licence, any works and any risk assessment or other documentation required to grant the licence	£300	£360

Our Terms outline your responsibilities, these include but are not limited to the provision and preparation of: An Energy Performance Certificate, Inventory, Inventory Check In/Out, Professional Cleaning, Insurance: such as Rent and Legal Protection, Buildings and Contents, Safety checks and Certification. If you prefer not to make these arrangements yourself, please contact your local office for assistance.

**\*PLEASE NOTE:**

Fees are expressed as a percentage of the agreed rent for the entire tenancy. Fees for our Lettings & Rent Collection Service are payable in advance at the start of the tenancy based on the agreed term. For our Comprehensive Management Service 12.48% (Inc. VAT) is payable in advance based on the agreed term with the remaining 7.68% (Inc. Vat) payable in accordance with the frequency with which Rent is due and on the total rent payable under the terms if the tenancy. Fees are also payable at the same percentage on any renewals, extensions or periods of holding over Please refer to our Terms for further information.

