

## Scale of Charges

Included in fully Management	
• Inventory	Full photographic and written inventory supplied at no additional charge with fully management service.
• Viewings and Referencing	Accompanied viewings and referencing at no additional charge with fully managed service.
• Contracts	Draw up contracts between Exeter Fair Lets and Landlord.
• Oversee tenant move-in	No additional charge.
• Logging the deposit	No additional charge.
• Handle tenant queries	No additional charge.
• Utility Readings	Take reading at start and end of tenancy and notify relevant utility companies.
• Test Smoke Alarms	Test existing smoke alarms on day tenancy commences and at property visits for no additional charge.
• Property Visits	3 visits per year at no additional charge with fully managed service.
• Rent	Collecting rent, liaising with Housing Benefit and deducting commission
• Maintenance Service	Organising repairs up to the value of £150, paying contractors on behalf of landlord.
Landlord Charges	
• Fully Management Service	6% deducted by the Agent (introductory offer for 12 months, thereafter 8% deductions) 10% of the rent received, deducted by the Agent for the management of a HMO.
• Tenant Find Service	£120 payable for each letting where the tenant is introduced through the agent.
• Inventory	£100 if accompanying tenant find only service or for additional properties not managed by Fair Lets
• Take on Fee	£120 payable per property.
• Gas Safety Certificate • Electrical Safety	£90 per tenancy £120 for 1 bed and £10.00 for each additional bedroom. Pat Testing electrical items £10.00 for 10 items to be carried out at time of Electrical test.
• Energy Performance Certificate	£60 in Exeter £65 - £70 outside Exeter
• Legionella Risk Assessment	£50 per tenancy

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<ul style="list-style-type: none"> <li>• Fire Risk Assessment</li> </ul>	£30 per assessment for a property up to 2 bedrooms. £35 for a 3-bedroom property. £40 for a 4-bedroom property. £60 for a HMO.
<ul style="list-style-type: none"> <li>• Maintenance/Repairs</li> <li>• arranged by Fair Lets</li> </ul>	8% of contractor charge
<ul style="list-style-type: none"> <li>• Sections</li> </ul>	Drawing up and serving of sections £40
<ul style="list-style-type: none"> <li>• Court Attendance</li> </ul>	£50 per hour. Solicitor attending Court £99 per hour incl. VAT.
<ul style="list-style-type: none"> <li>• Meeting Bailiffs</li> </ul>	£45 per hour.
<ul style="list-style-type: none"> <li>• Change of tenants</li> </ul>	£50
<ul style="list-style-type: none"> <li>• Early Termination</li> </ul>	Fair Lets require 3 months' notice in writing from a Landlord to terminate a contract. Early termination = £250.
<b>Tenant Fees</b>	
<ul style="list-style-type: none"> <li>• Rent in Advance</li> </ul>	One month's rent is required in advance of the tenancy commencing.
<ul style="list-style-type: none"> <li>• Deposit</li> </ul>	A deposit equivalent to one month's rent, is required for a property of any size. Fair Lets protect deposits with the <b>Tenancy Deposit Scheme (TDS)</b> ; all their information can be found at <a href="https://www.tenancydepositscheme.com">https://www.tenancydepositscheme.com</a>
<ul style="list-style-type: none"> <li>• Replacement Keys</li> </ul>	£5.00 per replacement key or if the tenant wishes to take master key and obtain a copy themselves, then a refundable holding deposit of £20.00 is required.
<b>Dispute Resolution &amp; Complaints</b>	
<ul style="list-style-type: none"> <li>• <b>Fair Lets Redress Scheme</b></li> </ul>	Fair Lets is a member of the <b>Property Redress Scheme</b> which is approved by Government under the Alternative Dispute Resolution for Consumer Disputes (Competent Authorities and Information) Regulations 2015.
<ul style="list-style-type: none"> <li>• <b>Complaints</b></li> </ul>	For further information on the scheme and how to refer your complaint, please visit the Fair Lets website <a href="http://www.fairlets.co.uk">www.fairlets.co.uk</a>