

Schedule of Commission Fees and Charges

	Tenant Find 2 weeks' rent +VAT <i>(2.4 weeks' rent inc VAT / Minimum fee £720 inc VAT)</i>	Rent Collection 10%+VAT <i>(12% inc VAT)</i>	Full Management 12%+VAT <i>(14.4% inc VAT)</i>	Concierge 14%+VAT <i>(16.8% inc VAT)</i>
Key				
 = included in service level				
 = included in service level at additional cost				
Free rental appraisal				
Accompanied viewings				
Online advertising and marketing plan				
Tenant referencing*				
Right to Rent checks				
Deposit Protection Facility*				
Energy Performance Certificate (EPC)*				
Gas Safety Certificate*				
Professional Inventory & Schedule of Condition				
Rent and Legal Protection service*				
Monthly landlord statements				
Annual Rent Review				
Annual income and expenditure reports (on request)				
Pursual of Rent Arrears by our Accounts Team				
Service of legal notices				
Tenant checkout service and comprehensive report				
Deposit reconciliation				
Property maintenance / online troubleshoot and reporting system for tenants				
Property inspections and report				
Arranging wear and tear / damage remedial work				
Annual Director's visit to property				
Dedicated phone number to the Director				

* Additional fees apply for services such as Tenant Referencing, Inventories, Gas Safety Records and Electrical Installation Condition Reports. For further details, please contact your local branch of Michael Jones to arrange a valuation and discuss our services.