

Frinton Office
88 Connaught Avenue
Frinton-on-Sea
Essex CO13 9PT
Tel: (01255) 677688

Harwich Office
147 High Street
Harwich
Essex CO12 3AX
Tel: (01255) 506655



PRIORITY
ESTATES

SCALE OF CHARGES (inclusive of VAT)

DESCRIPTION	TENANT ONLY SERVICE	FULL MANAGEMENT SERVICE
Arrangement Fee	One Month's Rent + VAT (excluding cost of inventory)	£360.00 including VAT (excluding cost of inventory)
Monthly Management Fee	Not Applicable	12% of the rent collected each month including VAT
Inventories		
Studio/1 Bed*	£84.00 including VAT	£84.00 including VAT
2 Bed*	£114.00 including VAT	£114.00 including VAT
3 Bed*	£144.00 including VAT	£144.00 including VAT
4 Bed*	£180.00 including VAT	£180.00 including VAT
5 Bed*	£216.00 including VAT	£216.00 including VAT
Additional Rooms*	£18.00 including VAT per room	£18.00 including VAT per room
Periodic Inspections		
Quarterly Inspections	£30.00 including VAT	Free of Charge
Renewals		
Tenancy Renewal Fee	£114.00 including VAT	£108.00 including VAT
Periodic Tenancy Renewal Fee	£48.00 including VAT	£48.00 including VAT
Post Letting Service		
Tenant Check Out	£42.00 including VAT	Free of Charge
Other Charges		
Duplicate Statements	Not Applicable	Free of Charge
End of Year Statements	Not Applicable	Free of Charge
Void Property Care Service	£24.00 including VAT per month	£24.00 including VAT per month
Professional Hourly Rate	£72.00 including VAT	£72.00 including VAT
Arrangement & report on major works (over £400)	Not Applicable	9% including VAT

Inventories

*Priority Estates reserve the right to charge for additional rooms – price to be confirmed prior to an Inventory being carried out. Number of bedrooms classed as per marketing.

Cancellation

In the unlikely event you wish to cancel our management during a tenancy (including extensions), a fee of 12% including VAT will continue to be payable until the fixed term agreement has expired. Should you choose to take over the Management of the property yourself at the end of the tenancy, a cancellation charge of £240 including VAT will be payable to Priority Estates.