

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

DESCRIPTION	TENANT ONLY SERVICE	FULL MANAGEMENT SERVICE
Arrangement fee	One month's rent + VAT (excluding cost of inventory)	£300.00 + VAT (excluding cost of inventory)
Monthly management fee	Not applicable	10% of the rent collected each month + VAT
Inventories Starting from*	£70.00 + VAT	£70.00 + VAT
Periodic inspections Quarterly inspections	£35.00 + VAT	Free of charge
Renewals Tenancy renewal fee Periodic tenancy renewal fee	£95.00 + VAT £45.00 + VAT	£90.00 + VAT £40.00 + VAT
Post letting service Tenant check out (inspection and report only)	£45.00 + VAT	Free of charge
Notices Starting from	£50.00 + VAT	£50.00 + VAT
Other charges Duplicate statements End of year statements Void property care service Professional hourly rate Arrangement and report on major works (over £400) Commission on sale of property negotiated by us	Not applicable Not applicable £30.00 + VAT per month £80.00 + VAT (charged at 15 minute intervals) Not applicable 0.75% + VAT of the sale price	Free of charge Free of charge £30.00 + VAT per month £80.00 + VAT (charged at 15 minute intervals) 7.5% + VAT of the cost of works 0.75% + VAT of the sale price

Inventories

*Priority Estates to confirm a price prior to an Inventory being carried out.

Cancellation

In the unlikely event you wish to cancel our management during a tenancy (including extensions), a fee of 10% + 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 £200 + VAT will be payable to Priority Estates.