



Schedule 1
Commission Fees and Charges

(The Agent should insert all charges and delete the charges which do not suit their business)

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| 1. Standard Lettings Service | 12% including VAT. |
| 2. Fully Managed Service | 18% including VAT. |
| 3. Short Let Service | 25% including VAT. |
| 4. Withdrawal from an Agreed Offer | £280 including VAT. |
| 5. Sales Commission if Tenant purchases the Property price. | 1.8% including VAT of the purchase price. |
| 6. Consultancy for the following: | |
| • additional visits to a property if we are managing; | |
| • waiting time at the Property; | |
| • having extra sets of keys cut; (contractor's invoice only if selecting Managed Service) | |
| • arranging cleaning prior to the start of a Tenancy (contractor's invoice only if selecting Managed Service) | |
| • arranging safety checks; (contractors' invoice only if selecting Managed Service) | |
| • installation of smoke alarms or carbon monoxide detectors; (contractor's invoice only if selecting Managed Service) | |
| • obtaining consent from a lender or a Superior Landlord; (contractor's invoice only if selecting Managed Service) | |
| • preparation and service of Notices | |

For each of the above: **£60 including VAT plus mileage if relevant at £0.45 pence per mile and contractor invoices where applicable;**

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| 7. Preparation of an Inventory by an inventory clerk | Estimates upon request. |
| 8. Preparation of the Hawksman Real Estate Ltd standard Tenancy Agreement: | £150 including VAT. |
| 9. Tenant/guarantor references (per person) | £48 including VAT |
| 10. Right to rent checks (per person) | £30 including VAT |
| 11. Visits during a void period for each visit (one every 2 weeks): | £60 including VAT |
| 12. Refurbishment works where Hawksman Real Estate project manage the works | 12% including VAT |
| 13. Tax retention for a non-resident landlord per quarter: | £150 including VAT. |
| 14. Registration for the TDS | £48 including VAT |
| 15. Preparation of documentation for Court proceedings or TDS adjudication: | £60 including VAT per hour. |
| 16. Attendance at Court or a tribunal on behalf of the Landlord: plus, the reasonable costs and expenses of (Company name). | £60 including VAT per hour. |
| 17. Duplicate statements provided to the Landlord or his accountant: for the statements covering all or part of the tax year. | £6 including VAT per Statement |