

## Standard Scale of Fees

The following fees are applicable to (A) any Tenancy Agreements issued, (B) any License Agreements and/or (C) Company Lettings Agreements issued on behalf of the Landlord and are payable per tenancy. All fees are subject to the current rates of VAT.

### (A) Tenancy Agreements – Table of Fees

Fee Description	Fee	TOTAL inc VAT
Tenancy Set Up Fee <sup>[1]</sup>	£100 + VAT	<b>£120</b>
Lettings and Management Fee <sup>[2]</sup>	13% + VAT	<b>15.6%</b>
Tenancy Renewal Fee	Included	<b>Included</b>
Deposit Registration Fee	Included	<b>Included</b>
Emergency Out of Hours Service	Included	<b>Included</b>
Basic Inventory <sup>[11]</sup>	Included	<b>Included</b>
Comprehensive Inventory <sup>[12]</sup>	£25 + VAT	<b>£30</b>
EPC (Energy Performance Certificate) <sup>[13]</sup>	£45 + VAT	<b>£54</b>
External Procurement Fees <sup>[3]</sup>	(Cost as necessary) + 12.5% + VAT	<b>(Cost as necessary) + 15%</b>
Landlord Registration Fee (applies to certain UK cities) <sup>[4]</sup>	(Cost as necessary) + 12.5% + VAT	<b>(Cost as necessary) + 15%</b>
NRLT Administration Fee <sup>[5]</sup>	£100 + VAT per tax year	<b>£120</b>
Court Attendance Fee <sup>[6]</sup>	£100 + VAT per day + travel	<b>£120 + travel</b>

### (B) License Agreements – Table of Fees

Fee Description	Fee	TOTAL inc VAT
License Set Up Fee <sup>[7]</sup>	Included	<b>Included</b>
License Management Fee <sup>[8]</sup>	13% + VAT	<b>15.6%</b>
License Renewal	Included	<b>Included</b>
Deposit Registration Fee	Included	<b>Included</b>
Emergency Out of Hours Service	Included	<b>Included</b>
Basic Inventory <sup>[11]</sup>	Included	<b>Included</b>
Comprehensive Inventory <sup>[12]</sup>	£25 + VAT	<b>£30</b>
EPC (Energy Performance Certificate) <sup>[13]</sup>	£45 + VAT	<b>£54</b>
External Procurement Fees <sup>[3]</sup>	(Cost as necessary) + 12.5% + VAT	<b>(Cost as necessary) + 15%</b>
Landlord Registration Fee (applies to certain UK cities) <sup>[4]</sup>	(Cost as necessary) + 12.5% + VAT	<b>(Cost as necessary) + 15%</b>
NRLT Administration Fee <sup>[5]</sup>	£100 + VAT per tax year	<b>£120</b>
Court Attendance Fee <sup>[6]</sup>	£100 + VAT per day + travel	<b>£120 + travel</b>

Xenia Lettings Limited is registered in England Sinclair, 300 St. Marys Road, Garston, Liverpool, L19 0NQ (number 08694479). VAT Reg No: 211677423



We are members of The Property Ombudsman (TPO), there to protect your interests.

## C) Company Lettings Agreement – Table of Fees

Fee Description	Fee	TOTAL inc VAT
Company Lettings Agreement Set Up Fee <sup>[9]</sup>	£100 + VAT	<b>£120</b>
Company Agreement Management Fee <sup>[10]</sup>	13% + VAT	<b>15.6%</b>
License Renewal	Included	<b>Included</b>
Deposit Registration Fee	Included	<b>Included</b>
Emergency Out of Hours Service	Included	<b>Included</b>
Basic Inventory <sup>[11]</sup>	Included	<b>Included</b>
Comprehensive Inventory <sup>[12]</sup>	£25 + VAT	<b>£30</b>
EPC (Energy Performance Certificate) <sup>[13]</sup>	£45 + VAT	<b>£54</b>
External Procurement Fees <sup>[3]</sup>	(Cost as necessary) + 12.5% + VAT	<b>(Cost as necessary) + 15%</b>
Landlord Registration Fee (applies to certain UK cities) <sup>[4]</sup>	(Cost as necessary) + 12.5% + VAT	<b>(Cost as necessary) + 15%</b>
NRLT Administration Fee <sup>[5]</sup>	£100 + VAT per tax year	<b>£120</b>
Court Attendance Fee <sup>[6]</sup>	£100 + VAT per day + travel	<b>£120 + travel</b>

[1] The Tenancy Set Up Fee shall be deducted by the Agent from the first rental payment paid by the tenant to the Agent. This fee is applicable to each Tenancy Agreement which is created on behalf of the Landlord.

[2] The Lettings and Management Fee will be deducted from each Tenancy Agreement gross rental payment received on behalf of the Landlord. The Fee is applicable for each rental payment collected by the Agent and is non-refundable in the event this agreement is cancelled.

[3] External Procurement Fees are chargeable when the Agent is required to procure maintenance works and/or replacement goods within an apartment. The fee shall be chargeable against the gross value of any maintenance works or goods sourced.

[4] Landlord Licenses are applicable dependant on local authority or government regulations, it is the Landlords responsibility to ensure compliance for any licensing requirements. The Agent, where possible, may be required or could assist with the application process. The Agent may or may not be requested to be the key controller of a non-transferable license. All licenses purchased in order to allow the Agent or the Landlord to let the Property (or the Properties) are subject to a Landlord Registration Fee, chargeable in addition to the gross value of the local authorities or local governments Landlord Licensing Fee, which is non-refundable.

[5] NRLT (Non-resident Landlord tax) is applicable to each overseas Landlord, unless an exemption is provided by HMRC. The Landlord is responsible for contacting HMRC in regards to gaining exemption, HMRC will in turn contact the Agent to notify of the exemption. The Agent cannot send rental monies collected overseas without deducting tax if an exemption is not received from HMRC. If required, the Landlord should contact the Agent which can advise further on the process.

[6] Court attendance is applicable at the request of the Landlord. The fees may or may not be recoverable from the tenant and are applicable regardless of any verdict or outcome.

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[7] The License Setup Fee is included within this agreement free of charge from the Agent. However, the Agent may enlist the services of a third party to facilitate or promote the Property (or the Properties) to potential licensees on short-term agreements, for which additional charges may be applicable. The Agent must notify the Landlord for the period it intends to market the Property on this basis. The Landlord will receive 14 days' written notice before the Property being promoted for License Agreements via a third-party, the Landlord may opt out of the agreement. The Landlord is liable for any penalty obtained by the way of the Landlord cancelling a License Agreement after the notice period has ended.

[8] The License Management Fee is applicable to any net income collected from License Agreements, after any costs of facilitating or promoting the license is deducted. The Fee is applicable for each rental payment collected by the Agent and is non-refundable in the event this agreement is cancelled.

[9] A company agreement may refer to letting the Property (or the Properties) to an education provider or a company via a nomination's agreement, sub-lease agreement or any other form of occupancy agreement. The Landlord will allow the educational provider or company to sub-lease the apartments and issue Tenancy Agreements within the Property. The Landlord is entitled to have visibility of the agreement and 'opt out' 14 days prior to the Agent entering on the Landlords behalf. The Company Lettings Agreement Set Up Fee, is applicable to each Landlord which enters into the agreement.

[10] The Company Agreement Management Fee will be deducted from each Company Lettings Agreement gross rental payment retrieved on behalf of the Landlord. The Fee is applicable for each rental payment collected by the Agent and is non-refundable in the event this agreement is cancelled.

[11] Basic inventory, Check out & Inspection package; It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. The basic inventory, inspection and checkout is provided free of charge and is a basic paper copy of condition and items within the room.

[12] Comprehensive Inventory, Check out & Inspection package; It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the tenant and the landlord. The comprehensive package is an electronically created inventory, inspection report and check out. The reports feature 360-degree photos, digitally signed, stored securely online and available for you to view via a Landlord Portal.

[13] Xenia Lettings to appoint a NICEIC qualified engineer to carry out PAT testing on up to 10 appliances within the room.