

## Baltic Lettings Ltd

### Fees Information for Landlords and Tenants

Service	Fee payable to Agent	Fee payable to Third Party (if applicable)	Payable by
Letting Only (preparing particulars, advertising, conducting viewings, reference and credit checks, preparing tenancy agreement)	7% inclusive of VAT of first year's rent	N/A	Landlord
Letting & Deposit Holding (as above plus holding and protecting tenancy deposit)	7% inclusive of VAT of first year's rent	N/A	Landlord
Letting & Rent Collection (as above plus collection of monthly rent)	7% inclusive of VAT of first year's rent	N/A	Landlord
Letting & Management (as above plus management throughout tenancy)	10% inclusive of VAT deducted monthly from the rent	N/A	Landlord
Management Only (management during existing tenancy)	10% inclusive of VAT deducted monthly from the rent	N/A	Landlord
Marketing (preparing particulars and advertising the property)	£350.00 inclusive of VAT one-off charge	N/A	Landlord
Conducting viewings	£20.00 inclusive of VAT per viewing	N/A	Landlord
Taking references and conducting credit checks	£100 inclusive of VAT per tenant/guarantor	N/A	Landlord

Energy Performance Certificate	N/A	£60.00 inclusive of VAT per property	Landlord
Gas safety check	N/A	From £70.00 to £90.00 inclusive of VAT per property (depending on size)	Landlord
Electrical safety check	N/A	From £90.00 to £170.00 inclusive of VAT per property (depending on size)	Landlord
Preparation of tenancy agreement (Landlord fee)	Included in all services	N/A	Landlord
Inventory preparation	Included in all services	N/A	Landlord
Inventory check-in	Included in all services	N/A	Landlord
Inventory check-out	Included in all services	N/A	Landlord
Holding Deposit (to secure a rental; capped at one weeks' rent which must be refunded to the tenant within 7 days of the parties entering into a tenancy agreement, or which may be applied to the first instalment of rent/security deposit)	N/A	N/A	Tenant
Deposit registration fee (protection of deposit in authorised scheme and service of prescribed information)	N/A	N/A	Landlord
Additional inspections (in addition to routine inspections under Management service)	Included in all services	N/A	Landlord
Tenancy renewal fee (negotiating and documenting renewal) (Landlord fee)	Included in all services	N/A	Landlord
Professional cleaning	N/A	From £120.00 to £350.00 inclusive of VAT per property (depending on size)	Tenant

Default Fee for lost key or security device to access property (as stated in the tenancy agreement) <sup>1</sup>	£70.00 inclusive of VAT	N/A	Tenant
Interest for late payment of rent which is 14 days or more overdue (as stated in the tenancy agreement)	Rate of 3% above the Bank of England base rate.	N/A	Tenant