

## **Annex C – Schedule of Fees and Charges**

### 1. New let

No fee payable. Required to pay a bond (minimum one month rent and service charge)

### 2. Changes to user clause (existing tenant)

#### **Based on size of unit**

Less than 200 sq ft – charge £100 plus VAT

201 to 400 sq ft – charge £200 plus VAT

401 to 550 sq ft – charge £300 plus VAT

551 to 1000 sq ft – charge £400 plus VAT

More than 1000 sq ft – charge £500 plus VAT.

### 3. Assignment of Lease (in compliance with the terms and conditions of lease)

#### **Incoming tenant**

Should the current annual rent be £7000 or less, a fee of .25% of the annual rent is payable (minimum fee £20) plus VAT

Should the current annual rent be greater than £7000, a fee of .25% of the annual rent is payable.

#### **Outgoing tenant**

If the annual rent is £7000 or less, a fee of £125 plus VAT

If the annual rent is greater than £7000, a fee of 1.5% of the annual rent is payable plus VAT.

All fees are outlined to tenants each year in the annual management letter.