

## Landlord Commission List

**Full Management** - 10% of the gross monthly rent. This does not include VAT and if Madison Oakley becomes VAT registered in the future this will be added i.e. 10% + VAT.

*NB this fee is for all day to day management of the property and tenancy. Any additional work that is deemed outside normal day to day management may incur an additional flat fee e.g. project managing a refurbishment of the property. This will be agreed based on the extent of the works required with the Landlord directly case by case.*

**Tenant Find Only** - 65% of one full month's gross rent. This does not include VAT and if Madison Oakley becomes VAT registered in the future this will be added i.e. 10% + VAT.

*NB this fee is for all marketing, viewings, right to rent checks, referencing, drawing up of documents and signing, paying of holding monies and passing of all documents and monies to the Landlord.*

**Tenant Referral Only** - £250 flat fee. This does not include VAT and if Madison Oakley becomes VAT registered in the future this will be added i.e. £250 + VAT.

*NB this fee is for all marketing and viewer handling whilst passing the details to yourself to undertake the viewing.*

**Tenant Signing Only** - £150 flat fee. This does not include VAT and if Madison Oakley becomes VAT registered in the future this will be added i.e. £100 + VAT.

*NB this fee is for all drawing up of tenancy and compliance documents and signing. All signed documents sent to Landlord. Any holding monies must be paid directly to the Landlord by tenants.*

**Key Holding Only** - £70 flat annual fee due on 1<sup>st</sup> Jan in advance. This does not include VAT and if Madison Oakley becomes VAT registered in the future this will be added i.e. £70 + VAT.

*NB this fee is for holding keys in locked key cupboard in the office. Provide keys to anyone you instruct us to release keys to (only in writing with at least 24hr notice). Liability to inform any occupiers is the Landlords.*