

# williamslettings

## Scale of Charges – Let Only Service

Equivalent to one full month's rent (£550.00 inc VAT minimum fee) payable where the contract holder is introduced through the agent for those landlords who require the agent to promote the property in appropriate ways to find a contract holder, accompany viewings, reference the applicants and the agent to check and prepare all legally required documentation to sign up and also landlord AML checks. Payable when any individual or organisation enters into an agreement to rent the property as a result of our promotion, introduction, or viewing by the agent.

### Additional Charges

- Agreement admin fee - £80.00 inc VAT
- Inventory service (Outsourced) - £145.00 inc VAT
- Check Out Inventory (Outsourced) - £145.00 inc VAT
- Duplicate statements - £1.00 per copy inc VAT
- Professional hourly rate - £35.00 inc VAT charged by the agent when required to carry out any additional services
- Occupation Contract Renewal fee - £60.00 inc VAT

### Other Income

We may also receive commissions from:

- Insurance companies
- Referencing companies
- Utility providers

[[Date sent]]

[[Landlords Name/s]]

[[ owner\_signature ]]

[[Signed by the landlord/s]]



**01745 299399**



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**Lettings offices also at Prestatyn, Rhyl, Denbigh, Ruthin and Mold**

Williams Lettings is the trading name of Williams Lettings Limited  
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