

January 1, 2018

**ALL FEES ARE INCLUSIVE OF VAT**

<b>Intention to proceed Fee</b>	A single payment for unlimited property searches	<b>£995</b>
<b>Exchange Fee</b>	<b>Payable on legal exchange of contracts</b>	
Up to £75,000		<b>3.00%</b>
£75,001 - £124,999		<b>2.50%</b>
£125,001 - £249,999		<b>2.00%</b>
£250,000 +		<b>1.50%</b>
<i>Please note this Fee is subject to a minimum charge of £1500</i>		
<b>First Tenant Sourcing</b>	Inclusive of Board, Website display, advertising, accompanied viewings, tenant referencing, check in, and utility notification.	<b>1 months gross rent</b>
<b>Registration of Deposit for new tenants</b>		<b>£35.00</b>
<b>Management Fee</b>	Collection of rent, management of arrears if any, distribution of rent to landlord, management of maintenance reporting and execution, management of legal certification of behalf of landlord, provision of monthly and annual statements to landlord and periodic inspections. Management fees are charged monthly whilst property is both occupied and unoccupied, to ensure compliance with safety, utilities and council tax in void periods.	
Up to 9 properties		<b>12 %</b>
10-19 properties		<b>8%</b>
20 properties and above		<b>5%</b>
<i>For the purposes of management, properties under management are counted by tenancy agreement e.g a pair of flats is two tenancies and therefore counts as two properties.</i>		
<b>Additional Fees will be necessary during purchase and ongoing management and are detailed over the page</b>		



# HOMES OR HOUSES

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## **Additional Fees**

<b>Structural Condition Report</b>	Pre-Purchase	<b>£425.00</b>
<b>Trade Inspect Pre-Purchase</b>	Electrical, Damp and Roof	<b>£85.00 per trade</b>
<b>Lock Change</b>	All doors and windows per house	<b>£195.00</b>
<b>Gas Safety Certificate</b>	Annual - <i>Mandatory</i>	<b>£120.00</b>
	Annual - Recommended <i>Central Heating Service</i>	<b>£55.00</b>
<b>Buildings Insurance</b>	Annual - arranged and administered	<b>Cost + £15</b>
<b>Courier</b>	When required - optional	<b>Cost + £15</b>
<b>Safekeeping of Deeds</b>	Annual - optional	<b>£36.00</b>
<b>EPC</b>	Due every ten years and required at sale	<b>£50.00</b>
<b>Utility Payments</b>	When required	<b>Cost + £15</b>
<b>Maintenance Works</b>	When required	<b>£30.00 per hour</b>
<b>Inventory</b>	Commencement of Tenancy	<b>£ 50.00</b>

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## **Terms and Conditions**

An 'intention to proceed' fee of £995 to be paid to HOMES OR HOUSES, is payable as soon as you are ready to proceed with a property search. The 'intention to proceed' fee is to appoint us to start the search, with the knowledge that you are committed to the search and the purchase ultimately and that we can focus our resources on analyzing, viewing and sourcing specifically for you. This fee covers all searches, all purchases in the future and is payable only once. This fee allows our clients to assess whether they wish to utilize a service such as ours, which obviously has a cost which would not be incurred by you if you were to manage the search, purchase, letting and management yourself.

We are recognized as buyer's agents in the market. We are taken very seriously by agents/developers/solicitors and the associated services. If we were to make offers on behalf of clients and did not proceed, then it would not take many failed purchases for this credibility to evaporate and therefore whilst you are not in the country and are unknown to service providers, we must be confident that you intend to and are able to proceed.

The next payment you will make will be due on legal exchange of contracts. You can at this stage, take over the management of your property and source your tenant alone or through another agent. We would of course prefer you to stay with us, but we respect that this is your choice. When we source a tenant for your property the tenant find fee is payable when the first rent is paid. There is no tenant find fee for subsequent tenant changes.

**IMPORTANT NOTE:** *This intention to proceed fee is non-refundable. However, if you do need to 'hold your plans' we will register your deposit, and we will be ready to proceed again when you are.*

## Terms and Conditions

### What do we do in exchange for our exchange fees

- Our time searching the market for you (we search through agents, our network of contacts, developers and auctioneers and we will physically search an area - which is usually the most effective).
- Our time viewing potential properties for you (we typically view up to 5-10 properties to find each purchase for you; however, this is not a limiting number).
- Our Financial Due Diligence provided to you summarizing the best properties, regarding pricing in sales and rental for the area.
- Our negotiating with the agent/vendor to obtain the best price.
- Our preparation of documentation with you to assist in arranging finance, in addition there may be an additional finance fee payable dependent on finance type.
- Our meetings with the required surveyors and tradesmen at the property, for mortgage valuation and refurbishment estimates if required.
- Our consulting with and dealing with all parties to ensure the purchase completes swiftly.
- Our arranging and coordinating all assessments and quotes necessary to assess refurbishment works
- Our coordinating with Solicitors and Agents throughout the process to ensure transaction is smooth and swift.
- Our renegotiation of price if/when required.
- Our review of all contracts and protocol documents on your behalf to ensure all present and correct.

**IMPORTANT NOTE:** *Please note we do not offer further discounts from the fees quoted, we do not wish to offend you through refusal, but we do not wish to offend our other clients if we agree. Thank you.*

Thank you for your agreement to source and purchase property(ies) through Houses or Homes Ltd. This Agreement is made between Houses or Homes and you as the buyer. Houses or Homes reserve the right to withdraw from the agreement.

We provide a complete and comprehensive service to UK Expatriate or Foreign individuals who are interested in acquiring UK property ranging from a single buy-to-let to a full portfolio. With over fifteen years' experience of investing in the UK property market, we have a network of partners and professionals who can take you from search to completion, from tenant management to sale, acting as your consultant throughout the process.

**Our Service Includes**

- Research
- Price Negotiation
- Liaison with All Parties
- Instruction of Solicitor & Surveyors
- Full Purchase & Works Cost Assessment
- Project Management of All Works
- Tenant Sourcing & Management
- Sale of Property If & When Required

The survey and solicitor searches will be instructed simultaneously upon acceptance by a vendor of an offer from you to ensure a timely process. In the event that your purchase does not proceed there will be a fee of £85 for the pre-purchase trade survey(s). This fee is per survey and may involve more than one specialist trade.

If your purchase does not proceed to exchange of contracts once your searches have already been ordered, a second standard search pack will be supplied free with the exception of the mining search. Please tick this box if you want the searches instructed after survey.

I the Buyer, agree with the information set out in this Agreement. I understand that the Fees are paid in addition to the property(ies) purchase price.

Client 1 - Please sign.....

Client 2 - Please sign.....

Print: .....

Print: .....

Dated: ...../...../.....

Dated: ...../...../.....