

# FORFEITURE TERMS OF BUSINESS

## COMMERCIAL AND INDUSTRIAL RENT

### GENERAL

Costs are payable by you for our services and charges and are charged at an hourly rate for each member of staff involved. A mileage charge will be made for travelling to and from Redditch. If photographs or video of the interior is required, this will be charged for in addition to the above.

### DISBURSEMENTS

If services of locksmiths or other specialist contractors are required, they will be payable by you, on our invoice.

### CANCELLED INSTRUCTIONS

The cancellation of instructions will result in cancellation/arrangement fees being charged, actions incurred including but not limited to time and materials, administration fees, 3<sup>rd</sup> party costs e.g. locksmiths.

### VALUE ADDED TAX

As required by law, V.A.T. will be charged at the standard rate applicable on the charges for services rendered.

### ACCOUNTING

All monies collected in respect of rent are accounted for to the landlord or his agent as soon as possible after the distraint has been settled. This payment can be sent by cheque or BACS if bank details are provided.