

FULL MANAGEMENT

Description	Including VAT	Excluding VAT
Monthly service commission %	12%	10%
Tenancy set up From	£186.00	£155.00
Credit references (per applicant and per guarantor)	£108.00	£90.00
Deposit registration (per Security Deposit)	£48.00	£40.00
Gas safety check	£90.00	£75.00
Energy Performance certification	£108.00	£90.00
Electrical Installation Condition Report and Portable Appliance Test From	£336.00	£280.00
Legionella risk assessment	£108.00	£90.00
Tenancy renewal	£132.00	£110.00
Rent review	£0.00	£0.00
Tenancy check in From	£90.00	£75.00
Tenancy check out From	£168.00	£140.00
"Featured property" advertising	£0.00	£0.00
Floor plan	£0.00	£0.00
Video tour	£0.00	£0.00
Professional photography, from	£0.00	£0.00
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£156.00	£130.00
2 bed*	£168.00	£140.00
3 bed*	£180.00	£150.00
4 bed*	£210.00	£175.00
5 bed*	£222.00	£185.00
6 bed*	£240.00	£200.00
Additional fee, in addition to the above, if fully furnished	60%	50%
Additional requested property visits (per visit)	£54.00	£45.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£90.00	£75.00
Non-UK residents accounting to HMRC (per tax year)	£120.00	£100.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£300.00	£250.00
Drawing up of documentation if not included in Service level	£90.00	£75.00
Attendance at court	£300.00	£250.00
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£864.00	£720.00
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150.00
Provision of duplicate documents or statements	£54.00	£45.00
Cutting of keys (per key) From	£25.00	£20.83
Service of statutory notices to recover possession (per notice)	£90.00	£75.00
Property visits and reports to include smoke alarm and carbon monoxide testing. Immigration Act Right to Rent. Housing health and safety rating system (HHSRS) risk assessment.	£90.00	£75.00

RENT COLLECTION SERVICE

Description	Including VAT	Excluding VAT
Monthly service commission %	9.6%	8%
Tenancy set up	£186.00	£155.00
Credit references (per applicant and per guarantor)	£108.00	£90.00
Deposit registration (per Security Deposit)	£48.00	£40.00
Gas safety check	£90.00	£75.00
Energy Performance certification	£108.00	£90.00
Electrical Installation Condition Report and Portable Appliance Test From	£336.00	£280.00
Legionella risk assessment	£108.00	£90.00
Tenancy renewal	£132.00	£110.00
Rent review	£0.00	£0.00
Tenancy check in From	£90.00	£75.00
Tenancy check out From	£168.00	£140.00
"Featured property" advertising	£90.00	£75.00
Floor plan	£108.00	£90.00
Video tour	£120.00	£100.00
Professional photography, from	£108.00	£90.00
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£156.00	£130.00
2 bed*	£168.00	£140.00
3 bed*	£180.00	£150.00
4 bed*	£210.00	£175.00
5 bed*	£222.00	£185.00
6 bed*	£240.00	£200.00
Additional requested property visits (per visit)	£54.00	£45.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£90.00	£75.00
Non-UK residents accounting to HMRC (per tax year)	£120.00	£100.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£300.00	£250.00
Drawing up of documentation if not included in Service level	£90.00	£75.00
Attendance at court	£300.00	£250.00
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£864.00	£720.00
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150.00
Provision of duplicate documents or statements	£54.00	£45.00
Cutting of keys (per key) From	£25.00	£20.83
Service of statutory notices to recover possession (per notice)	£90.00	£75.00
Property visits and reports to include smoke alarm and carbon monoxide testing. Immigration Act Right to Rent. Housing health and safety rating system (HHSRS) risk assessment.	£90.00	£75.00

TENANT FIND SERVICE

Description	Including VAT	Excluding VAT
Tenant Find fee	12% of first 6 months rent (minimum fee £540.00)	10% of first 6 months rent (minimum fee £450.00)
Credit references (per applicant and per guarantor)	£108.00	£90.00
Deposit registration (per Security Deposit)	£48.00	£40.00
Gas safety check	£90.00	£75.00
Energy Performance certification	£108.00	£90.00
Electrical Installation Condition Report and Portable Appliance Test From	£336.00	£280.00
Legionella risk assessment	£108.00	£90.00
Tenancy renewal	£132.00	£110.00
Rent review	£90.00	£75.00
Tenancy check in From	£90.00	£75.00
Tenancy check out From	£168.00	£140.00
"Featured property" advertising	£90.00	£75.00
Floor plan	£108.00	£90.00
Video tour	£480.00	£400.00
Professional photography, from	£108.00	£90.00
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£144.00	£120.00
2 bed*	£156.00	£130.00
3 bed*	£168.00	£140.00
4 bed*	£210.00	£175.00
5 bed*	£222.00	£185.00
6 bed*	£240.00	£200.00
Additional fee, in addition to the above, if fully furnished	60%	50%
Additional requested property visits (per visit)	£90.00	£75.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£90.00	£75.00
Non-UK residents accounting to HMRC (per tax year)	£120.00	£100.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£300.00	£250.00
Drawing up of documentation if not included in Service level	£90.00	£75.00
Attendance at court	£300.00	£250.00
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£864.00	£720.00
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150.00
Provision of duplicate documents or statements	£54.00	£45.00
Cutting of keys (per key) From	£25.00	£20.83
Service of statutory notices to recover possession (per notice)	£90.00	£75.00
Property visits and reports to include smoke alarm and carbon monoxide testing. Immigration Act Right to Rent. Housing health and safety rating system (HHSRS) risk assessment.	£90.00	£75.00