

Premium Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	18.00%	15%
Tenancy set up From	£420.00	£350.00
Energy Performance certification	£90.00	£75.00
Tenancy renewal	£114.00	£95.00
Rent review	£114.00	£95.00
Move-In & Check-Out Inventory preparation per report:		
Annual statement of income and expenditure for HMRC purposes (per tax year)	£48.00	£40.00
Non-UK residents accounting to HMRC (per tax year)	£90.00	£75.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£120.00	£100.00
Drawing up of documentation if not included in Service level	£120.00	£100.00
Attendance at court	£180.00	£150.00
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£540.00	£450.00
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150.00
Provision of duplicate documents or statements	£12.00	£10.00
Service of statutory notices to recover possession (per notice)	£114.00	£95.00

Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	14.40%	12%
Tenancy set up From	£420.00	£350.00
Energy Performance certification	£90.00	£75.00
Tenancy renewal	£114.00	£95.00
Rent review	£114.00	£95.00
Move-In & Check-Out Inventory preparation per report:		
Additional requested property visits (per visit)	£48.00	£40.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£48.00	£40.00
Non-UK residents accounting to HMRC (per tax year)	£90.00	£75.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£120.00	£100.00
Drawing up of documentation if not included in Service level	£120.00	£100.00
Attendance at court	£180.00	£150.00
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£540.00	£450.00
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150.00
Provision of duplicate documents or statements	£12.00	£10.00
Service of statutory notices to recover possession (per notice)	£114.00	£95.00

Rent Collection Service

Description	Including VAT	Excluding VAT
Monthly service commission %	10.80%	9%
Tenancy set up	£420.00	£350.00
Energy Performance certification	£90.00	£75.00
Tenancy renewal	£114.00	£95.00
Rent review	£114.00	£95.00
Move-In & Check-Out Inventory preparation per report:		
Annual statement of income and expenditure for HMRC purposes (per tax year)	£48.00	£40.00
Non-UK residents accounting to HMRC (per tax year)	£90.00	£75.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£540.00	£450.00
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150.00
Provision of duplicate documents or statements	£12.00	£10.00

Tenant Find Service

Description	Including VAT	Excluding VAT
Tenant Find fee	£540.00	£450.00
Energy Performance certification	£90.00	£75.00
Tenancy renewal	£114.00	£95.00
Rent review	£114.00	£95.00
Move-In & Check-Out Inventory preparation per report:		
Hourly rate for work not included in your service level (non-exhaustive list below):		
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150.00
Provision of duplicate documents or statements	£12.00	£10.00