

Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	12.00%	10%
Tenancy set up From	£474.00	£395
Gas safety check	£72.00	£60
Energy Performance certification	£90.00	£75
Electrical Installation Condition Report and Portable Appliance Test From	£210.00	£175
Legionella risk assessment	£72.00	£60
Tenancy renewal	£120.00	£100
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£84.00	£70
2 bed*	£84.00	£70
3 bed*	£102.00	£85
4 bed*	£114.00	£95
5 bed*	£132.00	£110
Additional fee, in addition to the above, if fully furnished	£48.00	£40
Additional requested property visits (per visit)	£60.00	£50
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
Drawing up of documentation if not included in Service level	£120.00	£100
Attendance at court	£120.00	£100
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£600.00	£500
Administration fee for withdrawing from an offer of a tenancy	£120.00	£100

Rent Collection Service

Description	Including VAT	Excluding VAT
Monthly service commission %	9.60%	8%
Tenancy set up	£474.00	£395
Gas safety check	£72.00	£60
Energy Performance certification	£90.00	£75
Electrical Installation Condition Report and Portable Appliance Test From	£210.00	£175
Legionella risk assessment	£72.00	£60
Tenancy renewal	£120.00	£100
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£84.00	£70
2 bed*	£84.00	£70
3 bed*	£102.00	£85
4 bed*	£114.00	£95
5 bed*	£132.00	£110
Additional fee, in addition to the above, if fully furnished	£48.00	£40
Additional requested property visits (per visit)	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£36.00	£30
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
Drawing up of documentation if not included in Service level	£120.00	£100
Attendance at court	£120.00	£100
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£600.00	£500
Administration fee for withdrawing from an offer of a tenancy	£120.00	£100
Provision of duplicate documents or statements	£30.00	£25
Service of statutory notices to recover possession (per notice)	£120.00	£100

Tenant Find Service

Description	Including VAT	Excluding VAT
Tenant Find fee	72.00%	60%
Credit references (per applicant and per guarantor)	£60.00	£50
Deposit registration (per Security Deposit)	£48.00	£40
Gas safety check	£102.00	£85
Energy Performance certification	£90.00	£75
Electrical Installation Condition Report and Portable Appliance Test From	£234.00	£195
Legionella risk assessment	£84.00	£70
Tenancy renewal	£138.00	£115
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£96.00	£80
2 bed*	£96.00	£80
3 bed*	£114.00	£95
4 bed*	£126.00	£105
5 bed*	£144.00	£120
Additional fee, in addition to the above, if fully furnished	£60.00	£50
Additional requested property visits (per visit)	£72.00	£60
Annual statement of income and expenditure for HMRC purposes (per tax year)	£36.00	£30
Non-UK residents accounting to HMRC (per tax year)	£72.00	£60
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
Drawing up of documentation if not included in Service level	£120.00	£100
Attendance at court	£120.00	£100
Administration fee for withdrawing from an offer of a tenancy	£120.00	£100
Provision of duplicate documents or statements	£30.00	£25
Cutting of keys (per key) From	£12.00	£10
Service of statutory notices to recover possession (per notice)	£150.00	£125