

Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	14.40%	12%
Tenancy set up From	£240.00	£200
Credit references (per applicant and per guarantor)	£60.00	£50
Deposit registration (per Security Deposit)	£60.00	£50
Gas safety check	£78.00	£65
Energy Performance certification	£90.00	£75
Legionella risk assessment	£60.00	£50
Tenancy renewal	£120.00	£100
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£72.00	£60
2 bed*	£96.00	£80
3 bed*	£108.00	£90
4 bed*	£120.00	£100
5 bed*	£132.00	£110
Additional requested property visits (per visit)	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£24.00	£20
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£60.00	£50
Drawing up of documentation if not included in Service level	£60.00	£50
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	£240.00	£200
Provision of duplicate documents or statements	£12.00	£10
Cutting of keys (per key) From	£24.00	£20
Service of statutory notices to recover possession (per notice)	£90.00	£75

Rent Collection Service

Description	Including VAT	Excluding VAT
Monthly service commission %	9.60%	8%
Tenancy set up	£240.00	£200
Credit references (per applicant and per guarantor)	£60.00	£50
Deposit registration (per Security Deposit)	£60.00	£50
Gas safety check	£78.00	£65
Energy Performance certification	£90.00	£75
Legionella risk assessment	£60.00	£50
Tenancy renewal	£216.00	£180
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£72.00	£60
2 bed*	£96.00	£80
3 bed*	£108.00	£90
4 bed*	£120.00	£100
5 bed*	£132.00	£110
Additional requested property visits (per visit)	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£24.00	£20
Non-UK residents accounting to HMRC (per tax year)	£30.00	£25
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£60.00	£50
Drawing up of documentation if not included in Service level	£60.00	£50
Attendance at court	£180.00	£150
Administration fee for withdrawing from an offer of a tenancy	£240.00	£200
Provision of duplicate documents or statements	£12.00	£10
Service of statutory notices to recover possession (per notice)	£90.00	£75

Tenant Find Service

Description	Including VAT	Excluding VAT
Tenant Find fee	£660.00	£550
Credit references (per applicant and per guarantor)	£60.00	£50
Deposit registration (per Security Deposit)	£60.00	£50
Gas safety check	£78.00	£65
Energy Performance certification	£90.00	£75
Legionella risk assessment	£60.00	£50
Tenancy renewal	£216.00	£180
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£72.00	£60
2 bed*	£96.00	£80
3 bed*	£108.00	£90
4 bed*	£120.00	£100
5 bed*	£132.00	£110
Additional requested property visits (per visit)	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£24.00	£20
Non-UK residents accounting to HMRC (per tax year)	£30.00	£25
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£60.00	£50
Drawing up of documentation if not included in Service level	£60.00	£50
Attendance at court	£180.00	£150
Administration fee for withdrawing from an offer of a tenancy	£240.00	£200
Provision of duplicate documents or statements	£12.00	£10
Cutting of keys (per key) From	£24.00	£20
Service of statutory notices to recover possession (per notice)	£90.00	£75