

Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12%	14.40%
Tenancy set up From	£350.00	£420.00
Credit references (per applicant and per guarantor)	£40.00	£48.00
Deposit registration (per Security Deposit)	£100.00	£120.00
Gas safety check	£60.00	£72.00
Energy Performance certification	£60.00	£72.00
Electrical Installation Condition Report and Portable Appliance Test From	£150.00	£180.00
Legionella risk assessment	£100.00	£120.00
Tenancy renewal	£175.00	£210.00
Rent review	£50.00	£60.00
Tenancy check in From	£140.00	£168.00
Tenancy check out From	£140.00	£168.00
Floor plan	£100.00	£120.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£140.00	£168.00
Additional requested property visits (per visit)	£75.00	£90.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£75.00	£90.00
Non-UK residents accounting to HMRC (per tax year)	£75.00	£90.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£175.00	£210.00
Drawing up of documentation if not included in Service level	£175.00	£210.00
Attendance at court	£350.00	£420.00
Early termination of management service with a sitting tenant	£800.00	£960.00
Administration fee for withdrawing from an offer of a tenancy	£100.00	£120.00
Provision of duplicate documents or statements	£30.00	£36.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10%	12.00%
Cutting of keys (per key) From	£20.00	£24.00
Service of statutory notices to recover possession (per notice)	£75.00	£90.00

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10%	12.00%
Tenancy set up From	£350.00	£420.00
Credit references (per applicant and per guarantor)	£40.00	£48.00
Deposit registration (per Security Deposit)	£100.00	£120.00
Gas safety check	£60.00	£72.00
Energy Performance certification	£60.00	£72.00
Electrical Installation Condition Report and Portable Appliance Test From	£150.00	£180.00
Legionella risk assessment	£100.00	£120.00
Tenancy renewal	£175.00	£210.00
Rent review	£50.00	£60.00
Tenancy check in From	£140.00	£168.00
Tenancy check out From	£140.00	£168.00
Floor plan	£100.00	£120.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£140.00	£168.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£175.00	£210.00
Drawing up of documentation if not included in Service level	£175.00	£210.00
Attendance at court	£350.00	£420.00
Early termination of management service with a sitting tenant	£800.00	£960.00
Administration fee for withdrawing from an offer of a tenancy	£100.00	£120.00
Provision of duplicate documents or statements	£30.00	£36.00
Cutting of keys (per key) From	£20.00	£24.00
Service of statutory notices to recover possession (per notice)	£75.00	£90.00

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	8%	9.60%
Tenancy set up From		£350.00
Credit references (per applicant and per guarantor)	£40.00	£48.00
Deposit registration (per Security Deposit)	£200.00	£240.00
Gas safety check	£60.00	£72.00
Energy Performance certification	£60.00	£72.00
Electrical Installation Condition Report and Portable Appliance Test From	£150.00	£180.00
Legionella risk assessment	£100.00	£120.00
Tenancy renewal	£175.00	£210.00
Rent review	£50.00	£60.00
Tenancy check in From	£140.00	£168.00
Tenancy check out From	£140.00	£168.00
Floor plan	£100.00	£120.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£140.00	£168.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£175.00	£210.00
Drawing up of documentation if not included in Service level	£175.00	£210.00
Attendance at court	£350.00	£420.00
Administration fee for withdrawing from an offer of a tenancy	£100.00	£120.00
Provision of duplicate documents or statements	£60.00	£72.00
Cutting of keys (per key) From	£20.00	£24.00