

## Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12%	14.40%
Tenancy set up From	325	325
Credit references (per applicant and per guarantor)	60	60
Deposit registration (per Security Deposit)	25	25
Gas safety check	65	65
Energy Performance certification	75	75
Electrical Installation Condition Report and Portable Appliance Test From	150	150
Legionella risk assessment	150	150
Tenancy renewal	175	175
Tenancy check in From	102	102
Tenancy check out From	102	102
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
Studio/1 bed* From	100	100
2 bed*	125	125
3 bed*	150	150
4 bed*	175	175
5 bed*	225	225
Additional requested property visits (per visit)	65	65
Annual statement of income and expenditure for HMRC purposes (per tax year)	50	50
Non-UK residents accounting to HMRC (per tax year)	250	250
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	150	150
Drawing up of documentation if not included in Service level	350	350
Attendance at court	250	250
Early termination of management service with a sitting tenant	800	800
Administration fee for withdrawing from an offer of a tenancy	500	500
Provision of duplicate documents or statements	10	10
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	10	10
Service of statutory notices to recover possession (per notice)	100	100

## Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10	10
Tenancy set up From	325.00	325.00
Credit references (per applicant and per guarantor)	60.00	60.00
Deposit registration (per Security Deposit)	25.00	25.00
Tenancy renewal	175.00	175.00
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		

