

## Premium Service

Description	Excluding VAT	Including VAT
Monthly service commission %	15.0%	18.00%
Tenancy set up	£350	£420.00
Deposit registration (per Security Deposit)	£83.34	£100.01
Gas safety check	£95	£114.00
Energy Performance certification	£83.34	£100.01
Electrical Installation Condition Report and Portable Appliance Test	£500	£600.00
Legionella risk assessment	£100	£120.00
Tenancy check out	£170	£204.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£115	£138.00
2 bed*	£142	£170.40
3 bed*	£155	£186.00
4 bed*	£212	£254.40
5 bed*	£231	£277.20
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50	£60.00
Non-UK residents accounting to HMRC (per tax year)	£125	£150.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£100	£120.00
Attendance at court	£200	£240.00
Early termination of management service with a sitting tenant	£1500	£1,800.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£15	£18.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.25%	1.50%
Cutting of keys (per key)	£25	£30.00

## Essential Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12.0%	14.40%
Tenancy set up	£350	£420.00
Deposit registration (per Security Deposit)	£83.34	£100.01
Gas safety check	£95	£114.00
Energy Performance certification	£83.34	£100.01
Electrical Installation Condition Report and Portable Appliance Test	£500	£600.00
Legionella risk assessment	£100	£120.00
Tenancy check out	£170	£204.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£115	£138.00
2 bed*	£142	£170.40
3 bed*	£155	£186.00
4 bed*	£212	£254.40
5 bed*	£31	£37.20
Additional requested property visits (per visit)	£35	£42.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50	£60.00
Non-UK residents accounting to HMRC (per tax year)	£125	£150.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£100	£120.00
Drawing up of documentation if not included in Service level	£50	£60.00
Attendance at court	£200	£240.00
Early termination of management service with a sitting tenant	£1500	£1,800.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£15	£18.00
Sale of the property to a sitting tenant or third party introduced by ourselves	£1.25%	£1.50
Cutting of keys (per key)	£25	£30.00

## Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10%	12.00%
Tenancy set up	£350	
Credit references (per applicant and per guarantor)	£90	£108.00
Deposit registration (per Security Deposit)	£83.34	£100.01
Gas safety check	£95	£114.00
Energy Performance certification	£83.34	£100.01
Electrical Installation Condition Report and Portable Appliance Test	£500	£600.00
Legionella risk assessment	£100	£120.00
Tenancy renewal	£175	£210.00
Tenancy check out	£170	£204.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£115	£138.00
2 bed*	£142	£170.40
3 bed*	£155	£186.00
4 bed*	£212	£254.40
5 bed*	£231	£277.20
Additional requested property visits (per visit)	£35	£42.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50	£60.00
Non-UK residents accounting to HMRC (per tax year)	£125	£150.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£100	£120.00
Drawing up of documentation if not included in Service level	£75	£90.00
Attendance at court	£200	£240.00
Early termination of management service with a sitting tenant	£1500	£1,800.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£15	£18.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.25%	1.50%
Cutting of keys (per key)	£25	£30.00
Service of statutory notices to recover possession (per notice)	£35	£42.00