

Premium Service

Description	Excluding VAT	Including VAT
Monthly service commission %	14%	16.80%
Tenancy set up From	£300.00	£360.00
Gas safety check	£100.00	£120.00
Energy Performance certification	£83.33	£100.00
Electrical Installation Condition Report and Portable Appliance Test From	£150.00	£180.00
Tenancy renewal	£60.00	£72.00
Floor plan	£30.00	£36.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£200.00	£240.00
Attendance at court	£350.00	£420.00
Administration fee for withdrawing from an offer of a tenancy	£175.00	£210.00
Provision of duplicate documents or statements	£4.60	£5.52
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	1.5%	1.80%
Cutting of keys (per key) From	£10.00	£12.00
Service of statutory notices to recover possession (per notice)	£60.00	£72.00

Essential Service

Description	Excluding VAT	Including VAT
Monthly service commission %	11%	13.20%
Tenancy set up From	£300.00	£360.00
Gas safety check	£100.00	£120.00
Energy Performance certification	£83.33	£100.00
Electrical Installation Condition Report and Portable Appliance Test From	£150.00	£180.00
Tenancy renewal	£60.00	£72.00
Floor plan	£30.00	£36.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Additional requested property visits (per visit)	£55.00	£66.00
Non-UK residents accounting to HMRC (per tax year)	£25.00	£30.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£200.00	£240.00
Attendance at court	£350.00	£420.00
Administration fee for withdrawing from an offer of a tenancy	£175.00	£210.00
Provision of duplicate documents or statements	£4.17	£5.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	1.5%	1.80%
Cutting of keys (per key) From	£10.00	£12.00
Service of statutory notices to recover possession (per notice)	£60.00	£72.00

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	65%	78.00%
Tenancy set up From		£360.00
Gas safety check	£100.00	£120.00
Energy Performance certification	£83.33	£100.00
Electrical Installation Condition Report and Portable Appliance Test From	£150.00	£180.00
Tenancy renewal	£60.00	£72.00
Floor plan	£30.00	£36.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Additional requested property visits (per visit)	£55.00	£66.00
Non-UK residents accounting to HMRC (per tax year)	£25.00	£30.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£200.00	£240.00
Attendance at court	£350.00	£420.00
Administration fee for withdrawing from an offer of a tenancy	£175.00	£210.00
Provision of duplicate documents or statements	£4.17	£5.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	1.5%	1.80%
Cutting of keys (per key) From	£10.00	£12.00
Service of statutory notices to recover possession (per notice)	£60.00	£72.00