

Premium Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12%	14.40%
Gas safety check	78.00	78.00
Energy Performance certification	90.00	90.00
Tenancy check in	100.00	100.00
Tenancy check out	100.00	100.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	75.00	75.00
2 bed*	100.00	100.00
3 bed*	125.00	125.00
4 bed*	150.00	150.00
5 bed*	200.00	200.00
Additional requested property visits (per visit)	50.00	50.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	50.00	50.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	50.00	50.00
Drawing up of documentation if not included in Service level	50.00	50.00
Attendance at court	50.00	50.00
Early termination of management service with a sitting tenant	250.00	250.00
Administration fee for withdrawing from an offer of a tenancy	100.00	100.00
Provision of duplicate documents or statements	50.00	50.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.5%	1.80%
Cutting of keys (per key)	15.00	15.00
Service of statutory notices to recover possession (per notice)	50.00	50.00

Essential Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10%	12.00%
Gas safety check	78.00	78.00
Energy Performance certification	90.00	90.00
Tenancy check in	100.00	100.00
Tenancy check out	100.00	100.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	75.00	75.00
2 bed*	100.00	100.00
3 bed*	125.00	125.00
4 bed*	150.00	150.00
5 bed*	200.00	200.00
Additional requested property visits (per visit)	50.00	50.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	50.00	50.00
Non-UK residents accounting to HMRC (per tax year)	50.00	50.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	50.00	50.00
Drawing up of documentation if not included in Service level	50.00	50.00
Attendance at court	50.00	50.00
Early termination of management service with a sitting tenant	250.00	250.00
Administration fee for withdrawing from an offer of a tenancy	100.00	100.00
Provision of duplicate documents or statements	50.00	50.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.5%	1.80%
Cutting of keys (per key)	15.00	15.00
Service of statutory notices to recover possession (per notice)	50.00	50.00

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10%	12.00%
Gas safety check	78.00	78.00
Energy Performance certification	90.00	90.00
Tenancy check in	100.00	100.00
Tenancy check out	100.00	100.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	75.00	75.00
2 bed*	100.00	100.00
3 bed*	125.00	125.00
4 bed*	150.00	150.00
5 bed*	200.00	200.00
Additional requested property visits (per visit)	50.00	50.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	50.00	50.00
Non-UK residents accounting to HMRC (per tax year)	50.00	50.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	50.00	50.00
Drawing up of documentation if not included in Service level	50.00	50.00
Attendance at court	50.00	50.00
Early termination of management service with a sitting tenant	250.00	250.00
Administration fee for withdrawing from an offer of a tenancy	100.00	100.00
Provision of duplicate documents or statements	50.00	50.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.5%	1.80%
Cutting of keys (per key)	15	15
Service of statutory notices to recover possession (per notice)	50.00	50.00