

Essential Service

Description	Excluding VAT	Including VAT
Monthly service commission %	8	8
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Hourly rate for work not included in your service level (non-exhaustive list below):		

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	8%	9.60%
Credit references (per applicant and per guarantor)	£125	£150.00
Deposit registration (per Security Deposit)	£50	£60.00
Gas safety check	£79	£94.80
Energy Performance certification	£85	£102.00
Electrical Installation Condition Report and Portable Appliance Test	£160	£192.00
Tenancy renewal	£250	£300.00
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	£250	£300.00
Drawing up of documentation if not included in Service level	£50	£60.00
Attendance at court	£500	£600.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£50	£60.00