

## Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12%	14.40%
Tenancy set up From	£200	£240.00
Deposit registration (per Security Deposit)	£50	£60.00
Gas safety check	£67.50	£81.00
Energy Performance certification	£70	£84.00
Electrical Installation Condition Report and Portable Appliance Test From	£125	£150.00
Legionella risk assessment	£62.50	£75.00
Tenancy renewal	£99	£118.80
Tenancy check in From	£80	£96.00
Tenancy check out From	£80	£96.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£83	£99.60
2 bed*	£93	£111.60
3 bed*	£103	£123.60
4 bed*	£113	£135.60
5 bed*	£123	£147.60
Additional requested property visits (per visit)	£50	£60.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£30	£36.00
Non-UK residents accounting to HMRC (per tax year)	£80	£96.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£40	£48.00
Drawing up of documentation if not included in Service level	£25	£30.00
Attendance at court	£40	£48.00
Early termination of management service with a sitting tenant	60%	72.00%
Administration fee for withdrawing from an offer of a tenancy	£50	£60.00
Provision of duplicate documents or statements	£10	£12.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	0.5%	0.60%
Cutting of keys (per key) From	£8	£9.60
Service of statutory notices to recover possession (per notice)	£120	£144.00

## Basic Managed Service

Description	Excluding VAT	Including VAT
Tenancy set up From	60% of first months rent	
Credit references (per applicant and per guarantor)	£50	£60.00
Deposit registration (per Security Deposit)	£50	£60.00
Gas safety check	£67.50	£81.00
Energy Performance certification	£70	£84.00
Electrical Installation Condition Report and Portable Appliance Test From	£125	£150.00
Legionella risk assessment	£62.50	£75.00
Tenancy renewal	£99	£118.80
Tenancy check in From	£80	£96.00
Tenancy check out From	£80	£96.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£83	£99.60
2 bed*	£93	£111.60
3 bed*	£103	£123.60
4 bed*	£113	£135.60
5 bed*	£123	£147.60
Additional requested property visits (per visit)	£50	£60.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Administration fee for withdrawing from an offer of a tenancy	£300	£360.00
Provision of duplicate documents or statements	£10	£12.00
Cutting of keys (per key) From	£8	£9.60
Service of statutory notices to recover possession (per notice)	£120	£144.00