

## Essential Managed Service

| Description  | Excluding VAT | Including VAT |
|--|---------------|---------------|
| Monthly service commission %   | 12.5%         | 15.00%        |
| Tenancy set up   | £200.00       | £240.00       |
| Credit references (per applicant and per guarantor)                                  | £50.00        | £60.00        |
| Gas safety check   | £75.00        | £90.00        |
| Energy Performance certification   | £80.00        | £96.00        |
| Legionella risk assessment   | £75.00        | £90.00        |
| Tenancy renewal  | £150.00       | £180.00       |
| Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):   |               |               |
| Studio/1 bed*  | £110.00       | £132.00       |
| 2 bed*   | £115.00       | £138.00       |
| 3 bed*   | £125.00       | £150.00       |
| 4 bed*   | £135.00       | £162.00       |
| 5 bed*   | £145.00       | £174.00       |
| Additional requested property visits (per visit)                                     | £85.00        | £102.00       |
| Annual statement of income and expenditure for HMRC purposes (per tax year)          | £15.00        | £18.00        |
| 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               | £25.00        | £30.00        |
| Drawing up of documentation if not included in Service level                         | £100.00       | £120.00       |
| Attendance at court  | £50.00        | £60.00        |
| Administration fee for withdrawing from an offer of a tenancy                        | £300.00       | £360.00       |
| Provision of duplicate documents or statements                                       | £2.00         | £2.40         |
| Cutting of keys (per key)  | £10.00        | £12.00        |
| Service of statutory notices to recover possession (per notice)                      | £100.00       | £120.00       |

## Basic Managed Service

| Description  | Excluding VAT | Including VAT |
|--|---------------|---------------|
| Monthly service commission %   | 5%            | 6.00%         |
| Tenancy set up   | 60%           |               |
| Credit references (per applicant and per guarantor)                                  | £50.00        | £60.00        |
| Gas safety check   | £75.00        | £90.00        |
| Energy Performance certification   | £80.00        | £96.00        |
| Legionella risk assessment   | £75.00        | £90.00        |
| Tenancy renewal  | £150.00       | £180.00       |
| Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):   |               |               |
| Studio/1 bed*  | £110.00       | £132.00       |
| 2 bed*   | £115.00       | £138.00       |
| 3 bed*   | £125.00       | £150.00       |
| 4 bed*   | £135.00       | £162.00       |
| 5 bed*   | £145.00       | £174.00       |
| Additional requested property visits (per visit)                                     | £85.00        | £102.00       |
| Annual statement of income and expenditure for HMRC purposes (per tax year)          | £15.00        | £18.00        |
| 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               | £25.00        | £30.00        |
| Drawing up of documentation if not included in Service level                         | £100.00       | £120.00       |
| Attendance at court  | £50.00        | £60.00        |
| Administration fee for withdrawing from an offer of a tenancy                        | £300.00       | £360.00       |
| Provision of duplicate documents or statements                                       | £2.00         | £2.40         |
| Cutting of keys (per key)  | £10.00        | £12.00        |
| Service of statutory notices to recover possession (per notice)                      | £100.00       | £120.00       |