



## Premium Service

Description	Excluding VAT	Including VAT
Monthly service commission %	13.5%	16.20%
Tenancy set up From	£360.00	£432.00
Deposit registration (per Security Deposit)	£49.00	£58.80
Gas safety check	£78.00	£93.60
Energy Performance certification	£90.00	£108.00
Electrical Installation Condition Report and Portable Appliance Test From	£170.00	£204.00
Legionella risk assessment	£50.00	£60.00
Tenancy renewal	£75.00	£90.00
Rent review	£75.00	£90.00
Tenancy check in From	£0.00	£0.00
Tenancy check out From	£0.00	£0.00
Floor plan	£0.00	£0.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£0.00	£0.00
2 bed*	£0.00	£0.00
3 bed*	£0.00	£0.00
4 bed*	£0.00	£0.00
5 bed*	£0.00	£0.00
Additional requested property visits (per visit)	£55.00	£66.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£20.00	£24.00
Non-UK residents accounting to HMRC (per tax year)	£80.00	£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	£55.00	£66.00
Drawing up of documentation if not included in Service level	£55.00	£66.00
Attendance at court	£55.00	£66.00
Early termination of management service with a sitting tenant	£360.00	£432.00
Administration fee for withdrawing from an offer of a tenancy	£360.00	£432.00
Provision of duplicate documents or statements	£5.00	£6.00
Cutting of keys (per key) From	£5.00	£6.00
Service of statutory notices to recover possession (per notice)	£99.00	£118.80

## Essential Service

Description	Excluding VAT	Including VAT
Monthly service commission %	11%	13.20%
Tenancy set up From	£360.00	£432.00
Deposit registration (per Security Deposit)	£49.00	£58.80
Gas safety check	£78.00	£93.60
Energy Performance certification	£90.00	£108.00
Electrical Installation Condition Report and Portable Appliance Test From	£170.00	£204.00
Legionella risk assessment	£50.00	£60.00
Tenancy renewal	£75.00	£90.00
Rent review	£75.00	£90.00
Tenancy check in From	£0.00	£0.00
Tenancy check out From	£0.00	£0.00
Floor plan	£0.00	£0.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£0.00	£0.00
2 bed*	£0.00	£0.00
3 bed*	£0.00	£0.00
4 bed*	£0.00	£0.00
5 bed*	£0.00	£0.00
Additional requested property visits (per visit)	£55.00	£66.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£20.00	£24.00
Non-UK residents accounting to HMRC (per tax year)	£80.00	£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	£55.00	£66.00
Drawing up of documentation if not included in Service level	£55.00	£66.00
Attendance at court	£55.00	£66.00
Early termination of management service with a sitting tenant	£360.00	£432.00
Administration fee for withdrawing from an offer of a tenancy	£360.00	£432.00
Provision of duplicate documents or statements	£5.00	£6.00
Cutting of keys (per key) From	£5.00	£6.00
Service of statutory notices to recover possession (per notice)	£99.00	£118.80



## Basic Service

Description	Excluding VAT	Including VAT
Tenancy set up From	£445.00	£534.00
Deposit registration (per Security Deposit)	£60.00	£72.00
Gas safety check	£78.00	£93.60
Energy Performance certification	£90.00	£108.00
Electrical Installation Condition Report and Portable Appliance Test From	£170.00	£204.00
Legionella risk assessment	£50.00	£60.00
Tenancy renewal	£145.00	£174.00
Rent review	£75.00	£90.00
Floor plan	£0.00	£0.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£120.00	£144.00
2 bed*	£120.00	£144.00
3 bed*	£150.00	£180.00
4 bed*	£150.00	£180.00
5 bed*	£170.00	£204.00
Additional requested property visits (per visit)	£55.00	£66.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£55.00	£66.00
Drawing up of documentation if not included in Service level	£55.00	£66.00
Attendance at court	£55.00	£66.00
Administration fee for withdrawing from an offer of a tenancy	£445.00	£534.00
Provision of duplicate documents or statements	£5.00	£6.00
Cutting of keys (per key) From	£5.00	£6.00
Service of statutory notices to recover possession (per notice)	£99.00	£118.80