

## Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	18	18
Tenancy set up From	450	450
Credit references (per applicant and per guarantor)	150	150
Deposit registration (per Security Deposit)	25	25
Gas safety check	120	120
Energy Performance certification	100	100
Electrical Installation Condition Report and Portable Appliance Test From	160	160
Legionella risk assessment	150	150
Tenancy renewal	200	200
Rent review	100	100
Tenancy check in From	100	100
Tenancy check out From	100	100
"Featured property" advertising	100	100
Floor plan	100	100
Video tour	200	200
Professional photography, from	100	100
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
Studio/1 bed* From	150	150
2 bed*	175	175
3 bed*	200	200
4 bed*	250	250
5 bed*	250	250
Additional requested property visits (per visit)	50	50
Annual statement of income and expenditure for HMRC purposes (per tax year)	100	100
Non-UK residents accounting to HMRC (per tax year)	100	100
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	150	150
Drawing up of documentation if not included in Service level	200	200
Attendance at court	300	300
Early termination of management service with a sitting tenant	1000	1000
Administration fee for withdrawing from an offer of a tenancy	200	200
Provision of duplicate documents or statements	50	50
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	50%	60.00%
Cutting of keys (per key) From	25	25
Service of statutory notices to recover possession (per notice)	300	300

## Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	15	15
Tenancy set up From	450	450
Credit references (per applicant and per guarantor)	150	150
Deposit registration (per Security Deposit)	25	25
Gas safety check	120	120
Energy Performance certification	100	100
Electrical Installation Condition Report and Portable Appliance Test From	160	160
Legionella risk assessment	150	150
Tenancy renewal	200	200
Rent review	100	100
Tenancy check in From	100	100
Tenancy check out From	100	100
"Featured property" advertising	100	100
Floor plan	100	100
Video tour	200	200
Professional photography, from	100	100
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
Studio/1 bed* From	150	150
2 bed*	175	175
3 bed*	200	200
4 bed*	250	250
5 bed*	250	250
Additional requested property visits (per visit)	50	50
Annual statement of income and expenditure for HMRC purposes (per tax year)	100	100
Non-UK residents accounting to HMRC (per tax year)	100	100
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	150	150
Drawing up of documentation if not included in Service level	200	200
Attendance at court	300	300
Early termination of management service with a sitting tenant	1000	1000
Administration fee for withdrawing from an offer of a tenancy	200	200
Provision of duplicate documents or statements	50	50
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	50%	60.00%
Cutting of keys (per key) From	25	25
Service of statutory notices to recover possession (per notice)	300	300

## Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12	12
Tenancy set up		450
Credit references (per applicant and per guarantor)	150	150
Deposit registration (per Security Deposit)	25	25
Gas safety check	120	120
Energy Performance certification	100	100
Electrical Installation Condition Report and Portable Appliance Test From	160	160
Legionella risk assessment	150	150
Tenancy renewal	200	200
Rent review	100	100
Tenancy check in From	100	100
Tenancy check out From	100	100
"Featured property" advertising	100	100
Floor plan	100	100
Video tour	200	200
Professional photography, from	100	100
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
Studio/1 bed* From	150	150
2 bed*	175	175
3 bed*	200	200
4 bed*	250	250
5 bed*	250	250
Additional requested property visits (per visit)	50	50
Annual statement of income and expenditure for HMRC purposes (per tax year)	100	100
Non-UK residents accounting to HMRC (per tax year)	100	100
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	150	150
Drawing up of documentation if not included in Service level	200	200
Attendance at court	300	300
Early termination of management service with a sitting tenant	1000	1000
Administration fee for withdrawing from an offer of a tenancy	200	200
Provision of duplicate documents or statements	50	50
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	50%	60.00%
Cutting of keys (per key) From	25	25
Service of statutory notices to recover possession (per notice)	300	300