

## Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12.5%	15.00%
Tenancy set up	£300.00	£360.00
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	55%	
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
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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