

## Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	15.00%	12.5%
Tenancy set up From	£480.00	£400.00
Credit references (per applicant and per guarantor)	£60.00	£50.00
Gas safety check	£120.00	£100.00
Energy Performance certification	£96.00	£80.00
Electrical Installation Condition Report and Portable Appliance Test From	£225.60	£188.00
Legionella risk assessment	£90.00	£75.00
Tenancy renewal	£180.00	£150.00
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£132.00	£110.00
2 bed*	£138.00	£115.00
3 bed*	£150.00	£125.00
4 bed*	£162.00	£135.00
5 bed*	£174.00	£145.00
Additional requested property visits (per visit)	£102.00	£85.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£18.00	£15.00
Non-UK residents accounting to HMRC (per tax year)	£30.00	£25.00
<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	£30.00	£25.00
Drawing up of documentation if not included in Service level	£60.00	£50.00
Attendance at court	£60.00	£50.00
Early termination of management service with a sitting tenant	£600.00	£500.00
Administration fee for withdrawing from an offer of a tenancy	£360.00	£300.00
Provision of duplicate documents or statements	£2.40	£2.00
Cutting of keys (per key) From	£9.00	£7.50
Service of statutory notices to recover possession (per notice)	£120.00	£100.00

## Rent Collection Service

Description	Including VAT	Excluding VAT
Monthly service commission %	6.00%	5%
Tenancy set up	72.00%	60%
Credit references (per applicant and per guarantor)	£60.00	£50.00
Deposit registration (per Security Deposit)	£60.00	£50.00
Gas safety check	£120.00	£100.00
Energy Performance certification	£96.00	£80.00
Electrical Installation Condition Report and Portable Appliance Test From	£225.60	£188.00
Legionella risk assessment	£90.00	£75.00
Tenancy renewal	£180.00	£150.00
Rent review	£60.00	£50.00
Tenancy check in From	£120.00	£100.00
Tenancy check out From	£120.00	£100.00
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£132.00	£110.00
2 bed*	£138.00	£115.00
3 bed*	£150.00	£125.00
4 bed*	£162.00	£135.00
5 bed*	£174.00	£145.00
Additional requested property visits (per visit)	£102.00	£85.00
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Non-UK residents accounting to HMRC (per tax year)	£30.00	£25.00
<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	£30.00	£25.00
Drawing up of documentation if not included in Service level	£60.00	£50.00
Attendance at court	£60.00	£50.00
Administration fee for withdrawing from an offer of a tenancy	£360.00	£300.00
Provision of duplicate documents or statements	£2.40	£2.00
Cutting of keys (per key) From	£9.00	£7.50
Service of statutory notices to recover possession (per notice)	£120.00	£100.00

## Tenant Find Service

Description	Including VAT	Excluding VAT
Tenant Find fee	72.00%	60%
Credit references (per applicant and per guarantor)	£60.00	£50.00
Deposit registration (per Security Deposit)	£60.00	£50.00
Gas safety check	£120.00	£100.00
Energy Performance certification	£96.00	£80.00
Electrical Installation Condition Report and Portable Appliance Test From	£225.60	£188.00
Legionella risk assessment	£90.00	£75.00
Tenancy renewal	£180.00	£150.00
Rent review	£60.00	£50.00
Tenancy check in From	£120.00	£100.00
Tenancy check out From	£120.00	£100.00
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£132.00	£110.00
2 bed*	£138.00	£115.00
3 bed*	£150.00	£125.00
4 bed*	£162.00	£135.00
5 bed*	£174.00	£145.00
Additional requested property visits (per visit)	£102.00	£85.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£18.00	£15.00
Non-UK residents accounting to HMRC (per tax year)	£30.00	£25.00
<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	£30.00	£25.00
Drawing up of documentation if not included in Service level	£60.00	£50.00
Attendance at court	£60.00	£50.00
Administration fee for withdrawing from an offer of a tenancy	£360.00	£300.00
Provision of duplicate documents or statements	£2.40	£2.00
Cutting of keys (per key) From	£9.00	£7.50
Service of statutory notices to recover possession (per notice)	£120.00	£100.00