

Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12.5	12.5
Tenancy set up From	210	210
Legionella risk assessment	120	120
Tenancy renewal	90	90
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	115	115
2 bed*	130	130
3 bed*	150	150
4 bed*	175	175
5 bed*	200	200
Additional requested property visits (per visit)	50	50
Annual statement of income and expenditure for HMRC purposes (per tax year)	30	30
Non-UK residents accounting to HMRC (per tax year)	30	30
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	25	25
Drawing up of documentation if not included in Service level	25	25
Attendance at court	50	50
Early termination of management service with a sitting tenant	500	500
Administration fee for withdrawing from an offer of a tenancy	250	250
Provision of duplicate documents or statements	25	25
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10	10
Cutting of keys (per key) From	25	25

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10	10
Tenancy set up From	210	210
Legionella risk assessment	120	120
Tenancy renewal	90	90
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	115	115
2 bed*	130	130
3 bed*	150	150
4 bed*	175	175
5 bed*	200	200
Additional requested property visits (per visit)	50	50
Annual statement of income and expenditure for HMRC purposes (per tax year)	30	30
Non-UK residents accounting to HMRC (per tax year)	30	30
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	25	25
Drawing up of documentation if not included in Service level	25	25
Attendance at court	50	50
Early termination of management service with a sitting tenant	500	500
Administration fee for withdrawing from an offer of a tenancy	250	250
Provision of duplicate documents or statements	25	25
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10	10
Cutting of keys (per key) From	25	25
Service of statutory notices to recover possession (per notice)	50	50

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	8	8
Tenancy set up		210
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	115	115
2 bed*	130	130
3 bed*	150	150
4 bed*	175	175
5 bed*	200	200
Additional requested property visits (per visit)	50	50
Annual statement of income and expenditure for HMRC purposes (per tax year)	30	30
Non-UK residents accounting to HMRC (per tax year)	30	30
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	25	25
Drawing up of documentation if not included in Service level	25	25
Attendance at court	50	50
Early termination of management service with a sitting tenant	500	500
Administration fee for withdrawing from an offer of a tenancy	250	250
Provision of duplicate documents or statements	25	25
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10	10
Cutting of keys (per key) From	25	25
Service of statutory notices to recover possession (per notice)	50	50