

Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	13%	15.60%
Tenancy set up From	£250	£300.00
Deposit registration (per Security Deposit)	£20	£24.00
Gas safety check	£100	£120.00
Energy Performance certification	£80	£96.00
Electrical Installation Condition Report and Portable Appliance Test From	125	125
Legionella risk assessment	£125	£150.00
Tenancy renewal	£75	£90.00
Tenancy check in From	£75	£90.00
Tenancy check out From	£75	£90.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£75	£90.00
2 bed*	£95	£114.00
3 bed*	£115	£138.00
4 bed*	135	135
5 bed*	£155	£186.00
Additional requested property visits (per visit)	£35	£42.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£15	£18.00
Non-UK residents accounting to HMRC (per tax year)	£275	£330.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Early termination of management service with a sitting tenant	£400	£480.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£5	£6.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	£1000	£1,200.00
Cutting of keys (per key) From	£10	£12.00
Service of statutory notices to recover possession (per notice)	£50	£60.00

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10%	12.00%
Tenancy set up From	£250	£300.00
Deposit registration (per Security Deposit)	£20	£24.00
Gas safety check	£100	£120.00
Energy Performance certification	£80	£96.00
Legionella risk assessment	£125	£150.00
Tenancy renewal	£75	£90.00
Tenancy check in From	£75	£90.00
Tenancy check out From	£75	£90.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£75	£90.00
2 bed*	£95	£114.00
3 bed*	£115	£138.00
4 bed*	£135	£162.00
5 bed*	£155	£186.00
Additional requested property visits (per visit)	£35	£42.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Early termination of management service with a sitting tenant	£400	£480.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£5	£6.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	£1000	£1,200.00
Cutting of keys (per key) From	£10	£12.00
Service of statutory notices to recover possession (per notice)	£50	£60.00

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	7.5%	9.00%
Tenancy set up		£250
Deposit registration (per Security Deposit)	£20	£24.00
Gas safety check	£100	£120.00
Energy Performance certification	£80	£96.00
Tenancy renewal	£75	£90.00
Tenancy check in From	£75	£90.00
Tenancy check out From	£75	£90.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£75	£90.00
2 bed*	£95	£114.00
3 bed*	£115	£138.00
4 bed*	£135	£162.00
5 bed*	£155	£186.00
Additional requested property visits (per visit)	£35	£42.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£150	£180.00
Drawing up of documentation if not included in Service level	£15	£18.00
Attendance at court	£350	£420.00
Early termination of management service with a sitting tenant	£400	£480.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£15	£18.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	£1000	£1,200.00
Cutting of keys (per key) From	£10	£12.00
Service of statutory notices to recover possession (per notice)	£75	£90.00