

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	8%	9.60%
Tenancy set up From	£150	£180.00
Credit references (per applicant and per guarantor)	£35	£42.00
Gas safety check	£70	£84.00
Energy Performance certification	£80	£96.00
Electrical Installation Condition Report and Portable Appliance Test From	£150	£180.00
Legionella risk assessment	£100	£120.00
Tenancy renewal	£108	£129.60
Tenancy check in From	£160	£192.00
Tenancy check out From	£100	£120.00
Floor plan	£60	£72.00
Video tour	£150	£180.00
Professional photography, from	£150	£180.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£100	£120.00
2 bed*	£120	£144.00
3 bed*	£140	£168.00
4 bed*	£160	£192.00
5 bed*	£180	£216.00
Additional requested property visits (per visit)	£45	£54.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£30	£36.00
Non-UK residents accounting to HMRC (per tax year)	£100	£120.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£45	£54.00
Drawing up of documentation if not included in Service level	£45	£54.00
Attendance at court	£75	£90.00
Early termination of management service with a sitting tenant	£600	£720.00
Administration fee for withdrawing from an offer of a tenancy	£250	£300.00
Provision of duplicate documents or statements	£25	£30.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10%	12.00%
Cutting of keys (per key) From	£6	£7.20
Service of statutory notices to recover possession (per notice)	£40	£48.00

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	8%	9.60%
Tenancy set up From		£150
Credit references (per applicant and per guarantor)	£35	£42.00
Gas safety check	£70	£84.00
Energy Performance certification	£70	£84.00
Electrical Installation Condition Report and Portable Appliance Test From	£150	£180.00
Legionella risk assessment	£100	£120.00
Tenancy renewal	£108	£129.60
Tenancy check in From	£139	£166.80
Tenancy check out From	£100	£120.00
Floor plan	£60	£72.00
Video tour	£150	£180.00
Professional photography, from	£100	£120.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
2 bed*	£139	£166.80
Additional requested property visits (per visit)	£45	£54.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50	£60.00
Non-UK residents accounting to HMRC (per tax year)	£100	£120.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£35	£42.00
Drawing up of documentation if not included in Service level	£35	£42.00
Attendance at court	£35	£42.00
Early termination of management service with a sitting tenant	£504	£604.80
Administration fee for withdrawing from an offer of a tenancy	£99	£118.80
Provision of duplicate documents or statements	£45	£54.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	£0	£0.00
Cutting of keys (per key) From	£6	£7.20
Service of statutory notices to recover possession (per notice)	£45	£54.00