

Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12%	14.40%
Tenancy set up From	£350.00	£420.00
Deposit registration (per Security Deposit)	£100.00	£120.00
Gas safety check	£70.00	£84.00
Energy Performance certification	£75.00	£90.00
Legionella risk assessment	£50.00	£60.00
Tenancy renewal	£100.00	£120.00
Tenancy check out From	£95.00	£114.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£95.00	£114.00
2 bed*	£105.00	£126.00
3 bed*	£110.00	£132.00
4 bed*	£150.00	£180.00
5 bed*	£175.00	£210.00
Additional requested property visits (per visit)	£40.00	£48.00
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)	£50.00	£60.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£120.00	£144.00
Attendance at court	£150.00	£180.00
Administration fee for withdrawing from an offer of a tenancy	£150.00	£180.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10%	12.00%

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	9%	10.80%
Tenancy set up From	£350.00	£420.00
Deposit registration (per Security Deposit)	£100.00	£120.00
Gas safety check	70.00	70.00
Energy Performance certification	£75.00	£90.00
Legionella risk assessment	50.00	50.00
Tenancy renewal	£100.00	£120.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£95.00	£114.00
2 bed*	£105.00	£126.00
3 bed*	£125.00	£150.00
4 bed*	£165.00	£198.00
5 bed*	£195.00	£234.00
Additional requested property visits (per visit)	£40.00	£48.00
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)	£50.00	£60.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£120.00	£144.00
Drawing up of documentation if not included in Service level	£150.00	£180.00
Attendance at court	£150.00	£180.00
Early termination of management service with a sitting tenant	£350.00	£420.00
Administration fee for withdrawing from an offer of a tenancy	£150.00	£180.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	1%	1.20%
Service of statutory notices to recover possession (per notice)	£25.00	£30.00

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	6%	7.20%
Tenancy set up		£350.00
Deposit registration (per Security Deposit)	£100.00	£120.00
Gas safety check	70.00	70.00
Energy Performance certification	£75.00	£90.00
Legionella risk assessment	50.00	50.00
Tenancy renewal	£100.00	£120.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£95.00	£114.00
2 bed*	£105.00	£126.00
3 bed*	£125.00	£150.00
4 bed*	£165.00	£198.00
Additional requested property visits (per visit)	£40.00	£48.00
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)	£50.00	£60.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£120.00	£144.00
Drawing up of documentation if not included in Service level	£150.00	£180.00
Attendance at court	£150.00	£180.00
Early termination of management service with a sitting tenant	£350.00	£420.00
Administration fee for withdrawing from an offer of a tenancy	£150.00	£180.00
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	£5.00	£6.00
Service of statutory notices to recover possession (per notice)	£25.00	£30.00