

## Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	18	18
Tenancy set up From	420	420
Credit references (per applicant and per guarantor)	60	60
Deposit registration (per Security Deposit)	48	48
Gas safety check	96	96
Energy Performance certification	96	96
Electrical Installation Condition Report and Portable Appliance Test From	144	144
Legionella risk assessment	120	120
Tenancy renewal	120	120
Rent review	20	20
Tenancy check in From	48	48
Tenancy check out From	48	48
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
Studio/1 bed* From	72	72
2 bed*	96	96
3 bed*	96	96
4 bed*	108	108
5 bed*	120	120
Additional requested property visits (per visit)	120	120
Annual statement of income and expenditure for HMRC purposes (per tax year)	12	12
Non-UK residents accounting to HMRC (per tax year)	120	120
<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	360	360
Drawing up of documentation if not included in Service level	300	300
Attendance at court	300	300
Early termination of management service with a sitting tenant	500	500
Administration fee for withdrawing from an offer of a tenancy	180	180
Provision of duplicate documents or statements	12	12
Cutting of keys (per key) From	10	10
Service of statutory notices to recover possession (per notice)	60	60

## Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	13.2	13.2
Tenancy set up From	420	420
Credit references (per applicant and per guarantor)	60	60
Deposit registration (per Security Deposit)	48	48
Gas safety check	96	96
Energy Performance certification	96	96
Electrical Installation Condition Report and Portable Appliance Test From	96	96
Legionella risk assessment	120	120
Tenancy renewal	120	120
Rent review	20	20
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
Studio/1 bed* From	72	72
2 bed*	96	96
3 bed*	96	96
4 bed*	120	120
5 bed*	120	120
Additional requested property visits (per visit)	120	120
Annual statement of income and expenditure for HMRC purposes (per tax year)	12	12
Non-UK residents accounting to HMRC (per tax year)	120	120
<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	360	360
Drawing up of documentation if not included in Service level	300	300
Attendance at court	300	300
Early termination of management service with a sitting tenant	500	500
Administration fee for withdrawing from an offer of a tenancy	180	180
Provision of duplicate documents or statements	12	12
Cutting of keys (per key) From	10	10
Service of statutory notices to recover possession (per notice)	60	60

## Basic Service

Description	Excluding VAT	Including VAT
Tenancy set up		540
Credit references (per applicant and per guarantor)	48	48
Deposit registration (per Security Deposit)	50	50
Gas safety check	96	96
Energy Performance certification	96	96
Electrical Installation Condition Report and Portable Appliance Test From	144	144
Legionella risk assessment	120	120
Tenancy renewal	120	120
Rent review	20	20
<b>Move-In &amp; Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):</b>		
Studio/1 bed* From	72	72
2 bed*	96	96
3 bed*	96	96
4 bed*	120	120
5 bed*	120	120
Additional requested property visits (per visit)	180	180
Annual statement of income and expenditure for HMRC purposes (per tax year)	30	30
<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	360	360
Drawing up of documentation if not included in Service level	300	300
Attendance at court	360	360
Administration fee for withdrawing from an offer of a tenancy	180	180
Provision of duplicate documents or statements	20	20
Cutting of keys (per key) From	10	10
Service of statutory notices to recover possession (per notice)	60	60