

Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	14.00	14.00
Tenancy set up From	350.00	350.00
Credit references (per applicant and per guarantor)	50.00	50.00
Deposit registration (per Security Deposit)	20.00	20.00
Gas safety check	95.00	95.00
Energy Performance certification	65.00	65.00
Tenancy renewal	130.00	130.00
Rent review	20.00	20.00
"Featured property" advertising	15.00	15.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Additional requested property visits (per visit)	30.00	30.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	30.00	30.00
Non-UK residents accounting to HMRC (per tax year)	30.00	30.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	30.00	30.00
Drawing up of documentation if not included in Service level	30.00	30.00
Attendance at court	50.00	50.00
Early termination of management service with a sitting tenant	250.00	250.00
Administration fee for withdrawing from an offer of a tenancy	150.00	150.00
Provision of duplicate documents or statements	15.00	15.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	1%	1.20%
Cutting of keys (per key) From	7.00	7.00

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10.00	10.00
Tenancy set up From	220.00	220.00
Credit references (per applicant and per guarantor)	50.00	50.00
Deposit registration (per Security Deposit)	20.00	20.00
Gas safety check	95.00	95.00
Energy Performance certification	65.00	65.00
Tenancy renewal	130.00	130.00
"Featured property" advertising	15.00	15.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Additional requested property visits (per visit)	25.00	25.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	25.00	25.00
Non-UK residents accounting to HMRC (per tax year)	25.00	25.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	25.00	25.00
Drawing up of documentation if not included in Service level	25.00	25.00
Attendance at court	50.00	50.00
Early termination of management service with a sitting tenant	250.00	250.00
Administration fee for withdrawing from an offer of a tenancy	150.00	150.00
Provision of duplicate documents or statements	15.00	15.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	1%	1.20%
Cutting of keys (per key) From	7.00	7.00

Basic Service

Description	Excluding VAT	Including VAT
Tenancy set up From		400.00
Deposit registration (per Security Deposit)	20.00	20.00
Tenancy renewal	130	130
"Featured property" advertising	15.00	15.00
Move-In & Check-Out Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Annual statement of income and expenditure for HMRC purposes (per tax year)	25.00	25.00
Non-UK residents accounting to HMRC (per tax year)	25.00	25.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	30.00	30.00
Drawing up of documentation if not included in Service level	30.00	30.00
Attendance at court	30.00	30.00
Early termination of management service with a sitting tenant	200.00	200.00
Administration fee for withdrawing from an offer of a tenancy	150.00	150.00
Provision of duplicate documents or statements	10.00	10.00
Cutting of keys (per key) From	7.00	7.00