

## Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	15%	18.00%
Tenancy set up	£250	£300.00
Credit references (per applicant and per guarantor)	£50	£60.00
Deposit registration (per Security Deposit)	£20	£24.00
Gas safety check	£62.50	£75.00
Energy Performance certification	£62.50	£75.00
Electrical Installation Condition Report and Portable Appliance Test	£150	£180.00
Legionella risk assessment	£62.50	£75.00
Tenancy renewal	£50	£60.00
Rent review	£50	£60.00
Tenancy check in	£50	£60.00
Tenancy check out	£50	£60.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£50	£60.00
2 bed*	£100	£120.00
3 bed*	£100	£120.00
4 bed*	£100	£120.00
5 bed*	£100	£120.00
Additional requested property visits (per visit)	£35	£42.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£10	£12.00
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	£100	£120.00
Drawing up of documentation if not included in Service level	£50	£60.00
Early termination of management service with a sitting tenant	£250	£300.00
Administration fee for withdrawing from an offer of a tenancy	£100	£120.00
Provision of duplicate documents or statements	£10	£12.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.5%	1.80%
Cutting of keys (per key)	£20	£24.00
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	£250	£300.00
Credit references (per applicant and per guarantor)	£50	£60.00
Deposit registration (per Security Deposit)	£20	£24.00
Gas safety check	£62.50	£75.00
Energy Performance certification	£62.50	£75.00
Electrical Installation Condition Report and Portable Appliance Test	£150	£180.00
Legionella risk assessment	£62.50	£75.00
Tenancy renewal	£50	£60.00
Rent review	£50	£60.00
Tenancy check in	£50	£60.00
Tenancy check out	£50	£60.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£50	£60.00
2 bed*	£100	£120.00
3 bed*	£100	£120.00
4 bed*	£100	£120.00
5 bed*	£100	£120.00
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Preparation of documents for dispute adjudication or court proceedings	£100	£120.00
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Early termination of management service with a sitting tenant	£250	£300.00
Administration fee for withdrawing from an offer of a tenancy	£100	£120.00
Provision of duplicate documents or statements	£10	£12.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.5%	1.80%
Cutting of keys (per key)	£20	£24.00
Service of statutory notices to recover possession (per notice)	£50	£60.00

## Basic Managed Service

Description	Excluding VAT	Including VAT
Tenancy set up	£395	
Credit references (per applicant and per guarantor)	£50	£60.00
Deposit registration (per Security Deposit)	£20	£24.00
Gas safety check	£62.50	£75.00
Energy Performance certification	£62.50	£75.00
Electrical Installation Condition Report and Portable Appliance Test	£150	£180.00
Legionella risk assessment	£62.50	£75.00
Tenancy renewal	£50	£60.00
Rent review	£50	£60.00
Tenancy check in	£50	£60.00
Tenancy check out	£50	£60.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£50	£60.00
2 bed*	£100	£120.00
3 bed*	£100	£120.00
4 bed*	£100	£120.00
5 bed*	£100	£120.00
Additional requested property visits (per visit)	£35	£42.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£10	£12.00
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	£100	£120.00
Drawing up of documentation if not included in Service level	£50	£60.00
Administration fee for withdrawing from an offer of a tenancy	£100	£120.00
Provision of duplicate documents or statements	£10	£12.00
Sale of the property to a sitting tenant or third party introduced by ourselves	1.5%	1.80%
Cutting of keys (per key)	£20	£24.00
Service of statutory notices to recover possession (per notice)	£50	£60.00