

## Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	14%	16.80%
Tenancy set up From	£250.00	£300.00
Credit references (per applicant and per guarantor)	£166.67	£200.00
Deposit registration (per Security Deposit)	£50.00	£60.00
Gas safety check	£115.00	£138.00
Energy Performance certification	£79.17	£95.00
Legionella risk assessment	£100.00	£120.00
Tenancy renewal	£250.00	£300.00
Tenancy check out From	£83.33	£100.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£116.67	£140.00
2 bed*	£133.33	£160.00
3 bed*	£145.83	£175.00
4 bed*	£166.67	£200.00
5 bed*	£208.33	£250.00
Additional requested property visits (per visit)	£100.00	£120.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50.00	£60.00
Non-UK residents accounting to HMRC (per tax year)	£100.00	£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	£150.00	£180.00
Drawing up of documentation if not included in Service level	£100.00	£120.00
Attendance at court	£200.00	£240.00
Early termination of management service with a sitting tenant	£1000.00	£1,200.00
Administration fee for withdrawing from an offer of a tenancy	£333.33	£400.00
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)	£100.00	£120.00

## Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12%	14.40%
Tenancy set up From	£250.00	£300.00
Credit references (per applicant and per guarantor)	£166.67	£200.00
Deposit registration (per Security Deposit)	£50.00	£60.00
Gas safety check	£115.00	£138.00
Energy Performance certification	£79.17	£95.00
Legionella risk assessment	£100.00	£120.00
Tenancy renewal	£250.00	£300.00
Tenancy check out From	£83.33	£100.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£116.67	£140.00
2 bed*	£133.33	£160.00
3 bed*	£145.83	£175.00
4 bed*	£166.67	£200.00
5 bed*	£208.33	£250.00
Additional requested property visits (per visit)	£100.00	£120.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50.00	£60.00
Non-UK residents accounting to HMRC (per tax year)	£100.00	£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	£150.00	£180.00
Drawing up of documentation if not included in Service level	£100.00	£120.00
Attendance at court	£200.00	£240.00
Early termination of management service with a sitting tenant	£1000.00	£1,200.00
Administration fee for withdrawing from an offer of a tenancy	£333.33	£400.00
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)	£100.00	£120.00

## Basic Service

Description	Excluding VAT	Including VAT
Tenancy set up From	One months rent inc VAT	
Credit references (per applicant and per guarantor)	£0	£0.00
Deposit registration (per Security Deposit)	£50.00	£60.00
Gas safety check	£115.00	£138.00
Energy Performance certification	£79.17	£95.00
Legionella risk assessment	£100.00	£120.00
Tenancy renewal	£250.00	£300.00
Tenancy check in From	£50.00	£60.00
Tenancy check out From	£166.67	£200.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£116.67	£140.00
2 bed*	£133.33	£160.00
3 bed*	£145.83	£175.00
4 bed*	£166.67	£200.00
5 bed*	£208.33	£250.00
Additional requested property visits (per visit)	£100.00	£120.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50.00	£60.00
Non-UK residents accounting to HMRC (per tax year)	£100.00	£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	£150.00	£180.00
Drawing up of documentation if not included in Service level	£100.00	£120.00
Attendance at court	£200.00	£240.00
Administration fee for withdrawing from an offer of a tenancy	£333.33	£400.00
Provision of duplicate documents or statements	£25.00	£30.00
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	£10.00	£12.00
Service of statutory notices to recover possession (per notice)	£100.00	£120.00