

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12.5%	15.00%
Tenancy set up	£130.00	£156.00
Credit references (per applicant and per guarantor)	£50.00	£60.00
Deposit registration (per Security Deposit)	£25.00	£30.00
Gas safety check	£55.00	£66.00
Energy Performance certification	£65.00	£78.00
Electrical Installation Condition Report and Portable Appliance Test	£130.00	£156.00
Legionella risk assessment	£65.00	£78.00
Tenancy renewal	£75.00	£90.00
Tenancy check in	£35.00	£42.00
Tenancy check out	£45.00	£54.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£50.00	£60.00
2 bed*	£50.00	£60.00
3 bed*	£70.00	£84.00
4 bed*	£80.00	£96.00
5 bed*	£100.00	£120.00
Additional requested property visits (per visit)	£50.00	£60.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	0.0	0.0
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£35.00	£42.00
Drawing up of documentation if not included in Service level	£35.00	£42.00
Attendance at court	£35.00	£42.00
Early termination of management service with a sitting tenant	£1000.00	£1,200.00
Administration fee for withdrawing from an offer of a tenancy	£150.00	£180.00
Provision of duplicate documents or statements	0.0	0.0
Sale of the property to a sitting tenant or third party introduced by ourselves	1.0%	1.20%
Cutting of keys (per key)	£7.50	£9.00

Basic Service

Description	Excluding VAT	Including VAT
Monthly service commission %	12.5%	15.00%
Tenancy set up	£130.00	
Credit references (per applicant and per guarantor)	£50.00	£60.00
Deposit registration (per Security Deposit)	£25.00	£30.00
Gas safety check	£55.00	£66.00
Energy Performance certification	£65.00	£78.00
Electrical Installation Condition Report and Portable Appliance Test	£130.00	£156.00
Legionella risk assessment	£65.00	£78.00
Tenancy renewal	£75.00	£90.00
Rent review	0.0	0.0
Tenancy check in	£35.00	£42.00
Tenancy check out	£45.00	£54.00
Inventory preparation (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed*	£50.00	£60.00
Additional requested property visits (per visit)	£50.00	£60.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	0.0	0.0
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	£36.00
Drawing up of documentation if not included in Service level	£30.00	£36.00
Attendance at court	£35.00	£42.00
Early termination of management service with a sitting tenant	100%	120.00%
Administration fee for withdrawing from an offer of a tenancy	£150.00	£180.00
Provision of duplicate documents or statements	0.0	0.0
Sale of the property to a sitting tenant or third party introduced by ourselves	1.0%	1.20%
Cutting of keys (per key)	£7.50	£9.00
Service of statutory notices to recover possession (per notice)	0.0	0.0