

Premium Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	15%	18.00%
Tenancy set up From	£385	£462.00
Credit references (per applicant and per guarantor)	£20	£24.00
Deposit registration (per Security Deposit)	£30	£36.00
Gas safety check	£100	£120.00
Energy Performance certification	£100	£120.00
Electrical Installation Condition Report and Portable Appliance Test From	£150	£180.00
Legionella risk assessment	£100	£120.00
Tenancy renewal	£100	£120.00
Rent review	£20	£24.00
Tenancy check in From	£60	£72.00
Tenancy check out From	£60	£72.00
Floor plan	£100	£120.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£100	£120.00
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)	£50	£60.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50	£60.00
Non-UK residents accounting to HMRC (per tax year)	£50	£60.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£50	£60.00
Drawing up of documentation if not included in Service level	£50	£60.00
Attendance at court	£200	£240.00
Early termination of management service with a sitting tenant	£100	£120.00
Administration fee for withdrawing from an offer of a tenancy	£450	£540.00
Provision of duplicate documents or statements	£100	£120.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10%	12.00%
Cutting of keys (per key) From	£10	£12.00
Service of statutory notices to recover possession (per notice)	£25	£30.00

Essential Managed Service

Description	Excluding VAT	Including VAT
Monthly service commission %	10%	12.00%
Tenancy set up From	£325	£390.00
Credit references (per applicant and per guarantor)	£20	£24.00
Deposit registration (per Security Deposit)	£10	£12.00
Gas safety check	£110	£132.00
Energy Performance certification	£80	£96.00
Electrical Installation Condition Report and Portable Appliance Test From	£120	£144.00
Legionella risk assessment	£100	£120.00
Tenancy renewal	£100	£120.00
Rent review	£25	£30.00
Tenancy check in From	£60	£72.00
Tenancy check out From	£60	£72.00
Floor plan	90	90
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£90	£108.00
2 bed*	£90	£108.00
3 bed*	£100	£120.00
4 bed*	£110	£132.00
5 bed*	£120	£144.00
Additional requested property visits (per visit)	£50	£60.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£50	£60.00
Non-UK residents accounting to HMRC (per tax year)	£10	£12.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£25	£30.00
Drawing up of documentation if not included in Service level	£25	£30.00
Attendance at court	£25	£30.00
Early termination of management service with a sitting tenant	£500	£600.00
Administration fee for withdrawing from an offer of a tenancy	£500	£600.00
Provision of duplicate documents or statements	£10	£12.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10%	12.00%
Cutting of keys (per key) From	£10	£12.00
Service of statutory notices to recover possession (per notice)	£50	£60.00

Basic Service

Description	Excluding VAT	Including VAT
Tenancy set up		£504
Credit references (per applicant and per guarantor)	£20	£24.00
Deposit registration (per Security Deposit)	£25	£30.00
Gas safety check	£110	£132.00
Energy Performance certification	£80	£96.00
Electrical Installation Condition Report and Portable Appliance Test From	£120	£144.00
Legionella risk assessment	£100	£120.00
Tenancy renewal	£150	£180.00
Tenancy check in From	£60	£72.00
Tenancy check out From	£60	£72.00
Floor plan	£100	£120.00
Move-In & Check-Out Inventory preparation per report (unfurnished accommodation), *add {50}% if fully furnished):		
Studio/1 bed* From	£90	£108.00
2 bed*	£90	£108.00
3 bed*	£100	£120.00
4 bed*	£110	£132.00
5 bed*	£120	£144.00
Additional requested property visits (per visit)	£100	£120.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£10	£12.00
Non-UK residents accounting to HMRC (per tax year)	£10	£12.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£10	£12.00
Drawing up of documentation if not included in Service level	£10	£12.00
Attendance at court	25	25
Early termination of management service with a sitting tenant	420	420
Administration fee for withdrawing from an offer of a tenancy	420	420
Provision of duplicate documents or statements	£10	£12.00
Commission or referral fees earned from, but not limited to; insurance companies, referencing companies, utility companies & contractors	10%	12.00%
Cutting of keys (per key) From	£10	£12.00
Service of statutory notices to recover possession (per notice)	£50	£60.00