



**Landlord Service Level Costs**

**Fees and commissions** (Excludes VAT)

<input type="checkbox"/> Property Marketing Fee	£160	£160	£160	£160
<input type="checkbox"/> Tenant Find Commission ( <b>Less £100 discount if Managed</b> )	×	£400	£400	£400
<input type="checkbox"/> Rent Collection & Tenancy Management Commission	×	×	7%	10%

**Upgrades and Options Tariff**

**Fee unless included in service level** (Excludes VAT)

<input type="checkbox"/> Accompanied viewings including arranging access with current occupant (per viewing)	£25	OPT	✓	✓	✓
<input type="checkbox"/> Arrange Legionella assessment, Gas, Electric and EPC certificates (per certificate, excludes cost of certificate)	£25	OPT	✓	✓	✓
<input type="checkbox"/> Arrange and manage protection of the tenancy deposit and serve prescribed information	£60	×	OPT	✓	✓
<input type="checkbox"/> Arrange key-handover at the end of the tenancy	£45	×	OPT	✓	✓
<input type="checkbox"/> Process the return of the tenancy deposit less agreed deductions	£25	×	OPT	OPT	✓
<input type="checkbox"/> Check-in Schedule of Condition (SOC), Take meter readings & Photo DVD – typically over 300 HQ photos**	£90	×	×	OPT	✓
<input type="checkbox"/> Write to council tax offices and utility companies informing of new tenancy start	£40	×	×	OPT	✓
<input type="checkbox"/> Perform an internal and external property check and report our findings in writing (per check)	£65	×	×	OPT	✓
<input type="checkbox"/> Issue written notice to the tenant if found they are in breach of the tenancy agreement if you require	£35	×	×	OPT	✓
<input type="checkbox"/> Check-out Schedule of Condition (SOC), Take meter readings & Photo DVD – typically over 300 HQ photos**	£90	×	×	OPT	✓
<input type="checkbox"/> Produce a check-out report with estimated costs of any dilapidations (subject to check-in and check-out SOC)	£65	×	×	OPT	✓
<input type="checkbox"/> Manage projects, maintenance and replacements. Arrange payment. (# Free where cost is less than £300)	10% MIN £25	×	×	OPT	#
<input type="checkbox"/> Tenancy Renewal: Negotiation and Administration: Tenancy continuation on Periodic Basis**	£37.50	×	×	OPT	✓
Negotiation and Administration: Extend Tenancy by Tenancy Addendum**	£37.50	×	OPT	OPT	OPT
Negotiation and Administration: Create New Tenancy Agreement**	£80	×	OPT	OPT	OPT

**Key:** OPT Optional Service is available upon request      × Service unavailable      ✓ Service included in selected service level

\*\* Total cost of this service is normally equally shared between the Tenant and Landlord. The amount shown is the Landlord's 50% contribution to payment for the service. In some cases, the Landlord's contribution is included in the Service Level where indicated.

**Prices valid from: 18/04/2018 and subject to change without notice. The most up to date price list is available on display in our office or upon request.**