

Commission for Services	Explanation	without VAT	inc VAT
All Letting Services include:	<ul style="list-style-type: none"> • Agree the market rent and find a tenant in accordance with the landlord guidelines • Advise on refurbishment • Provide guidance on compliance with statutory provisions and letting consents • Carry out accompanied viewings (as appropriate) • Market the property and advertise on relevant portals • Erect board outside property in accordance with Town and Country Planning Act 1900 • Advise on non-resident tax status and HMRC (if relevant) 		
Full management	Includes: <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Advise all relevant utility providers of changes • Undertake one routine visit per fixed term tenancy or once per year (whichever is the more frequent) and notify landlord of the outcome • Arrange routine repairs and instruct approved contractors • Hold keys throughout the tenancy term 	16%	19.2%
Rent collection service	Includes: <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Deduct commission and other works • Arrangement payments from rental for statutory requirements • Pursue non-payment of rent and provide advice on rent arrears actions 	12%	14%
Tenant introduction only	Includes: <ul style="list-style-type: none"> • Collect and remit initial months' rent received • Agree collection of any shortfall and payment method • Provide tenant with method of payment • Deduct any pre-tenancy invoices • Make any HMRC deduction and provide tenant with the NRL8 (if relevant) 	10%	12%

All fees are subject to value added tax (VAT) at the rate applicable and our minimum fee is £650.00 + VAT (£780.00 including VAT) per tenancy.

Initial charges		without VAT	inc VAT		
Energy Performance Certificate (EPC)		£75.00	£90.00		
Professional Marketing		£100.00	£120.00		
tenancy agreement negotiation and preparation charge		£250.00	£300.00		
tenant referencing (per tenant)		£35.00	£42.00		
supervision of an agreement presented by a third-party to the landlord		£325.00	£390.00		
negotiating addenda to tenancy agreement		£50.00	£60.00		
inventory administration at the start of the tenancy		£135.00	£162.00		
	Furnished	£150.00	£180.00		
inventory check at the end of the tenancy	Unfurnished	£135.00	£162.00		
	Furnished	£150.00	£180.00		
Instructing an inventory provider to attend the property to undertake the creation of an inventory prior to the start of the tenancy		Unfurnished		Furnished	
		without VAT	inc VAT	without VAT	inc VAT
	Studio	£140.00	£168.00	£160.00	£192.00
	1 bed	£150.00	£180.00	£170.00	£204.00
	2 bed	£160.00	£192.00	£180.00	£216.00
	3 bed	£170.00	£204.00	£190.00	£228.00
	4 bed	£180.00	£216.00	£200.00	£240.00
4 bed +	£190.00	£228.00	£210.00	£252.00	

Deposit	without VAT	inc VAT
fee for processing a deposit/deposit replacement product and complying with the legal requirements of the Tenancy Deposit Scheme (TDS) on your behalf. Chargeable every 12 months or part thereof on the tenancy anniversary date	£45.00	£54.00
to respond on your behalf to your tenants deposit / deposit replacement guarantee product dispute where we provide Full Management	£25.00	£30.00
to respond on your behalf to your tenants deposit / deposit replacement guarantee product dispute where we do not provide Full Management	£200.00	£240.00
	£45.00	£54.00
Renewals	without VAT	inc VAT
renewal fixed term tenancy agreement negotiation and preparation charge	£125.00	£150.00
periodic tenancy arrangement fee	£125.00	£150.00
fee to negotiate and process a "Change of Sharer" to include tenancy agreement preparation (Tenant Introduction Service)	£225.00	£270.00
General	without VAT	inc VAT
annual statement of income and expenditure	£85.00	£102.00
quarterly tax submission for non-UK residents with no HMRC approval	£100.00 per quarter	£120.00 per quarter
annual tax declaration for non-UK resident with HMRC approval	£40.00	£48.00
annual statutory landlord rental income notification to HMRC	£10	£12.00
copy statements (each month's statement, or part thereof) - per request	£25.00	£30.00
additional property visits, price per visit	£50.00	£60.00
to obtain an estimate of works for redecoration or refurbishment. (This will be deducted from our final fee if you decide to proceed)	£100.00	£120.00
court attendances - per day or part thereof	£200.00	£240.00
service of Section 13 Notice (rent increase notice for a statutory periodic assured shorthold tenancy)	£50.00	£60.00
service of Section 21 Notice or Notice to Quit (not with Full Management or Rent Collection)	£50.00	£60.00
arrange Legionella risk assessment		