

Lettings Services & Fees

Service Type		Full Management	Let & Tenancy Setup
Marketing, Tenant Find & Tenancy		£594 inc VAT (£495 + VAT)	12% inc VAT (10% + VAT)
Annual Management Service		14.4% inc VAT (12% + VAT)	
Pre-tenancy Service	Marketing valuation & advice	✓	✓
	In house photography	✓	✓
	Compliant Floor Plan	✓	✓
	Property legislation health check	✓	✓
	Marketing on all major portals	✓	✓
	'To let' board	✓	✓
	Accompanied viewings	✓	✓
	Offer negotiation	✓	✓
	Brookings pre-reference checks	✓	✓
	Full Tenant reference & Right to Rent checks	✓	✓
	Preparation of tenancy agreement	✓	✓
	Creation of move-in pack	✓	✓
Management Service	Accompanied check-in for tenants	✓	✗
	Dedicated property manager	✓	✗
	Handling maintenance enquiries	✓	✗
	Monthly Rent statements	✓	✗
	Landlord Accounts Online App	✓	✗
	Daily rent payments	✓	✗
	Serving of legal notices (1)	✓	✗
	Vetted and insured panel of contractors	✓	✗
	Chasing rent arrears advising on action to be taken	✓	✗
	Annual rent reviews & Market rent advice	✓	✗
	Access to Specialist legal advice line	✓	✗
	Assistance with insurance claims	✓	✗
	Refer a friend scheme (3 months FREE management)	✓	✗
	Bi Annual Inspections (2)	✓	✗

(1) additional charges apply if service of a Section 13 Notice is applied (notice to increase rent)

(2) additional charges apply for additional visits

Inventories & Rental Warranty

Inventory Reports

Property Size	Un-furnished Inventory	Furnished Inventory
Studio	£126 inc VAT (£105 + VAT)	£132 inc VAT (£110 + VAT)
1 Bed	£132 inc VAT (£110 + VAT)	£138 inc VAT (£115 + VAT)
2 Bed	£138 inc VAT (£115 + VAT)	£144 inc VAT (£120 + VAT)
3 Bed	£144 inc VAT (£120 + VAT)	£156 inc VAT (£130 + VAT)
4 Bed	£156 inc VAT (£130 + VAT)	£168 inc VAT (£140 + VAT)
5 Bed	£168 inc VAT (£140 + VAT)	£180 inc VAT (£150 + VAT)

Property Size	Un-furnished Check-out	Furnished Check-out
Studio	£126 inc VAT (£105 + VAT)	£132 inc VAT (£110 + VAT)
1 Bed	£132 inc VAT (£110 + VAT)	£138 inc VAT (£115 + VAT)
2 Bed	£138 inc VAT (£115 + VAT)	£144 inc VAT (£120 + VAT)
3 Bed	£144 inc VAT (£120 + VAT)	£150 inc VAT (£125 + VAT)
4 Bed	£156 inc VAT (£130 + VAT)	£168 inc VAT (£140 + VAT)
5 Bed	£168 inc VAT (£140 + VAT)	£180 inc VAT (£150 + VAT)

Rental Warranty

Monthly rental income	Annual Rental Warranty Fee
£0 - £500	£338 inc VAT (£265 + VAT)
£501 - £1,000	£342 inc VAT (£285 + VAT)
£1,001 - £1,500	£360 inc VAT (£300 + VAT)
£1,501 - £2,000	£384 inc VAT (£320 + VAT)
£2,001 - £2,500	£408 inc VAT (£340 + VAT)
£2,501 - £3,000	£504 inc VAT (£380 + VAT)
£3,001 - £10,000	3%+IPT

Additional Services		Full Management	Let & Tenancy Setup
Pre-tenancy Services	EnergyPerformance Certificate (EPC) Valid for 10 years	£99 inc VAT (£82.50 + VAT)	£99 inc VAT (£82.50 + VAT)
	Gas Safety Certificate (Valid for 1 year)	£99 inc VAT (£82.50 + VAT)	£99 inc VAT (£82.50 + VAT)
	Electrical Inspection Condition Report (EICR) (Valid for 5 years)	£180 inc VAT (£150 + VAT)	£180 inc VAT (£150 + VAT)
	AML Sanction Search (required annually)	£14.40 inc VAT (£12 + VAT)	£14.40 inc VAT (£12 + VAT)
	Smoke and Carbon Monoxide Alarms	£42 inc VAT (£35 + VAT)	£42 inc VAT (£35 + VAT)
	Testing Alarms	Included in management fee	£30 inc VAT (£25 + VAT)
	Health & Safety Check	Included in management fee	£60 inc VAT (£50 + VAT)
	Top-up of pre-pay utilities (inc. £10 credit)	£48 inc VAT (£40 + VAT)	£48 inc VAT (£40 + VAT)
	Local Authority License Applications	£156 inc VAT (£130 + VAT)	£216 inc VAT (£180 + VAT)
	Accompanied Check in Service	Included in management fee	£60 inc VAT (£50 + VAT)
	Deposit Registration Service	£48 inc VAT (£40 + VAT)	£48 inc VAT (£40 + VAT)
	Statutory Declarations	£24 inc VAT (£20 + VAT)	£24 inc VAT (£20 + VAT)
	Landlord Withdrawal Charge (before move in)	£360 inc VAT (£300 + VAT)	£360 inc VAT (£300 + VAT)
	PAT Testing	POA	POA
	Legionella Risk Assessment	POA	POA
During Tenancy Services	Additional Property Visits (Per Visit)	£60 inc VAT (£50 + VAT)	£60 inc VAT (£50 + VAT)
	Tenancy Renewal Fee	£216 inc VAT (£180 + VAT)	£288 inc VAT (£240 + VAT)
	Right to Rent Expiry Check	Included in management fee	Service not provided
	Serving Section 21	Included in management fee	£120 inc VAT (£100 VAT)
	Rent Review Fee, inc Service of Section 13	£180 inc VAT (£150 + VAT)	£216 inc VAT (£180 + VAT)
	Serving Section 47 and/or 48	£48 inc VAT (£40 + VAT)	£48 inc VAT (£40 + VAT)
	Preparation of claim for warranty/insurance claim for rental arrears	Included in management fee	Service not provided
	Send hardcopy of documents	Included in management fee	Service not provided
	Arrangement Fees for works over £1,000	12% inc VAT (10% + VAT)	12% inc VAT (10% + VAT)
End of Tenancy Services	Landlord Withdrawal Charge	Balance of agency term remaining	N/A
	Check OutFees	Included in management fee	£60 inc VAT (£50 + VAT)
	Tenancy Deposit Dispute Fee	Included in management fee	£156 inc VAT (£130 + VAT)
Other Fees and Charges	Court Preparation & Attendance	£360 inc VAT (£300 + VAT)	Service not provided
	Management take-over service	£180 inc VAT (£150 + VAT)	N/A
	Deposit Transfer Service	£30 inc VAT (£25 + VAT)	£30 inc VAT (£25 + VAT)
	Annual Tax Income & Expenditure Report	£96 inc VAT (£80 + VAT)	Service not provided
	Submission of NRL Receipts to HMRC (quarterly)	Included in management fee	Service not provided
	Overseas Landlord - Quarterly income tax payment	Included in management fee	N/A
	Obtaining more than three contractor quotes	£42 inc VAT (£35 + VAT)	£42 inc VAT (£35 + VAT)
	Vacant Property Management Fee / Caretaking service (per visit)	£60 inc VAT (£50 + VAT)	£60 inc VAT (£50 + VAT)
	Contractor Commission	12% inc VAT (10% + VAT)	12% inc VAT (10% + VAT)
	Mail forwarding (plus cost of postage)	£12 inc VAT (£10 + VAT)	N/A
	Review of Landlords own tenancy agreement	£288 inc VAT (£240 + VAT)	N/A