



| Fully Managed Service | Fee | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------|---------|
| | inc VAT | VAT | ex VAT |
| Set Up | | | |
| Agree the rental value. Provide guidance on compliance with statutory provisions and letting consents. Advise on refurbishment requirements. Advise on non-resident tax status and HMRC (if relevant). Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible). Market the property and advertise on relevant portals. Carry out accompanied viewings (as appropriate). Find tenants. Carry out Tenant referencing, Right to Rent checks and follow up Right to Rent checks. Prepare legal documents for a compliant tenancy. Collect and remit initial month's rent. Provide tenants with method of payment. Deduct any pre-tenancy invoices. Advise all relevant utility providers of any changes. | £390.00 | £65.00 | £325.00 |
| Monthly Fee | | | |
| This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. It includes 6-monthly property inspections, after which the Landlord is advised of the outcome. The fee also covers the arranging of repairs, the holding of keys during the tenancy and the serving of any required notices. | 14.4% | 2.4% | 12% |
| Security Deposit Registration | | | |
| All Tenants' deposits must be registered – by law – with a Government-authorized Scheme. This fee is for registering the Landlord and Tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by us is MyDeposits. Where ZDG is used, this will not be charged. | £96.00 | £16.00 | £80.00 |
| Inventory | | | |
| It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the Tenant and the Landlord. We appoint independent specialists to prepare inventories and as such the cost of the inventory is dependent upon the provider available in the locality of the property at the time required. The cost of the inventory varies depending on the number of bedrooms the property has and if it is furnished/unfurnished. | See separate sheet for varying costs | | |



| Fully Managed Service | Fee | | |
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| Check Out | | | |
| This fee covers agreeing with the tenant(s) a check out date, arranging an appointment for the inventory provider to attend. Where we register the deposit, the fee also covers instructing contractors, obtaining quotes, organising the repair/replacement of items as required. | | | See separate sheet for varying costs |
| Additional Property Visits | | | |
| Where we are required to make an additional visit in accordance with your instructions or due to the condition of the property or the way it is occupied | £60.00 | £10.00 | £50.00 |
| Non-Routine Managed Service | | | |
| Where we are required to provide non-routine management services e.g. fire, flood, subsidence. | £18.00 | £3.00 | £15.00 |
| | | Per Hour | |
| Where you request a specific visit in order to assess a maintenance requirement | £60.00 | £10.00 | £50.00 |
| Work Arrangement | | | |
| This fee covers arranging the works and assessing costs with the contractor(s); ensuring works have been carried out in accordance with the specification of the works order; processing payment and retaining any warranty or guarantee. | 12% | 2% | 10% |
| Additional Contractor quotes | | | |
| If more than 2 quotes are required by the Landlord for maintenance works this fee is charged per additional quote required. | £30.00 | £5.00 | £25.00 |
| Renewal | | | |
| If both parties agree that the Tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement. | £144.00 | £24.00 | £120.00 |
| Rent Review | | | |
| We shall review the rent and where this results in a rent increase, the rent review fee applies. | £30.00 | £5.00 | £25.00 |
| Change of Sharer | | | |
| Where there is a change of a sharer within an existing tenancy and we assist with the administration relating to the change of sharer. | £360.00 | £60.00 | £300.00 |
| Management Takeover | | | |
| This fee is to be charged for a take over management service from your current letting agent and will cover a check of the current Tenancy Agreement and a new one if required, a property visit, a smoke alarm check, a compliance check and transfer of the deposit. | £360.00 | £60.00 | £300.00 |
| Gas Safety Inspection | | | |
| We appoint a Gas Safe Engineer to do this and this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate. | £36.00 | £6.00 | £30.00 |
| Notice Service Fee | | | |
| Where we serve any Section 21 notice on your behalf, this fee covers the service of the notice. | £150.00 | £25.00 | £125.00 |
| Where we serve any Section 8 notice on your behalf, this fee covers the service of the notice. | £150.00 | £25.00 | £125.00 |



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| Smoke / Carbon Monoxide Alarms | | | |
| To arrange for an engineer to attend the property to check any smoke/carbon monoxide alarms present and / or to install any missing smoke / carbon monoxide alarm. This does not include the cost of the work by the engineer. | £36.00 | £6.00 | £30.00 |
| Checking the alarms are present, in the correct location and work on the first day of tenancy. This is a push-button test to check the alarm sounds. | £60.00 | £10.00 | £50.00 |
| Electrical Installation Condition Report (EICR) | | | |
| Where we arrange the EICR, this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate or any remedial work which may arise. | £36.00 | £6.00 | £30.00 |
| Portable Appliance Test (PAT) | | | |
| Where we arrange the PAT, this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate. | £36.00 | £6.00 | £30.00 |
| Energy performance Certificate (EPC) | | | |
| To instruct a Domestic Energy Assessor to provide an Energy Performance Certificate. This fee covers the cost of the certificate, arranging access and retaining the certificate. | £144.00 | £24.00 | £120.00 |
| Submission of Non-Resident Landlords to HMRC | | | |
| Quarterly Submission of Non-Resident Landlords to HMRC - this fee is charged to deduct tax from your net rental income and make returns to HMRC quarterly. | £30.00 | £5.00 | £25.00 |
| Annual Submission of Non-Resident Landlord to HMRC - this fee is charged to remit and balance the financial return to HMRC, and respond to any specific query relating to the return from the Landlord or HMRC. An annual submission is also required. | £60.00 | £10.00 | £50.00 |
| Deposit Dispute | | | |
| Where we have registered the deposit, following the check out, if any proposed deductions of the security deposit are disputed by the Tenant, this fee covers compiling the relevant documents to support the Landlord's position and submitting to the relevant Deposit Scheme. | £150.00 | £25.00 | £125.00 |
| Court Attendance | | | |
| In the unfortunate event we might need to represent you in court – for example if a tenant requires eviction – these fees apply. Expenses include travel, accommodation and parking if applicable | £240.00 | £40.00 | £200.00 |
| Withdrawal from Service | | | |
| If the Landlord withdraws before the tenancy has started. | £100.00 | £16.67 | £83.33 |
| If the Landlord withdraws after the tenancy has started. | One Month's rent + VAT | | |
| Zero Deposit Guarantee | | | |
| Where you have agreed the Tenant may purchase a ZDG (Zero Deposit Guarantee) in place of a Security Deposit, there will be a deposit processing fee. This will only be charged where ZDG is used. | £84.00 | £14.00 | £70.00 |
| Water Bacteria Testing | | | |
| We will arrange for a specialist to carry out a Water Bacteria Test at the property. This fee covers the cost of the certificate, arranging access and retaining the certificate | £144.00 | £24.00 | £120.00 |



| Rent Collection | Fee | | |
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| Monthly Fee | | | |
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| Security Deposit Registration | | | |
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| Inventory | | | |
| It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the Tenant and the Landlord. We appoint independent specialists to prepare inventories and as such the cost of the inventory is dependent upon the provider available in the locality of the property at the time required. The cost of the inventory varies depending on the number of bedrooms the property has and if it is furnished/unfurnished. | See separate sheet for varying costs | | |



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| Renewal | | | |
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| Rent Review | | | |
| We shall review the rent and where this results in a rent increase, the rent review fee applies. | £30.00 | £5.00 | £25.00 |
| Change of Sharer | | | |
| Where there is a change of a sharer within an existing tenancy and we assist with the administration relating to the change of sharer. | £360.00 | £60.00 | £300.00 |
| Gas Safety Inspection | | | |
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| Smoke / Carbon Monoxide Alarms | | | |
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| Notice Service Fee | | | |
| Where we serve any Section 21 notice on your behalf, this fee covers the service of the notice. | £150.00 | £25.00 | £125.00 |
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| Court Attendance | | | |
| In the unfortunate event we might need to represent you in court – for example if a tenant requires eviction – these fees apply. Expenses include travel, accommodation and parking if applicable | £240.00 | £40.00 | £200.00 |
| Withdrawal from Service | | | |
| If the Landlord withdraws before the tenancy has started. | £100.00 | £16.67 | £83.33 |
| If the Landlord withdraws after the tenancy has started. | One Month's rent + VAT | | |
| Zero Deposit Guarantee | | | |
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| Water Bacteria Testing | | | |
| We will arrange for a specialist to carry out a Water Bacteria Test at the property. This fee covers the cost of the certificate, arranging access and retaining the certificate | £144.00 | £24.00 | £120.00 |
| Follow up Right to Rent | | | |
| Where you have instructed us to carry out follow up Right to Rent checks where occupants have a time-limited Right to Rent | £60.00 | £10.00 | £50.00 |



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| Minimum Fee | £600.00 | £100.00 | £500.00 |
| Example - rent of £600 per calendar month | £720.00 | £120.00 | £600.00 |
| Example - rent of £800 per calendar month | £960.00 | £160.00 | £800.00 |
| Example - rent of £1000 per calendar month | £1200.00 | £200.00 | £1000.00 |
| Inventory | | | |
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| Notice Service Fee | | | |
| Where we serve any Section 21 notice on your behalf, this fee covers the service of the notice. | £150.00 | £25.00 | £125.00 |
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| Inventory | Fee | | |
|-------------------------------|---------|--------|---------|
| | inc VAT | VAT | ex VAT |
| Unfurnished Properties | | | |
| Studio | £156.00 | £26.00 | £130.00 |
| 1 bedroom | £168.00 | £28.00 | £140.00 |
| 2 bedrooms | £198.00 | £33.00 | £165.00 |
| 3 bedrooms | £252.00 | £42.00 | £210.00 |
| 4 bedrooms | £288.00 | £48.00 | £240.00 |
| 5+ bedrooms | £360.00 | £60.00 | £300.00 |

| Inventory | Fee | | |
|-----------------------------|---------|--------|---------|
| | inc VAT | VAT | ex VAT |
| Furnished Properties | | | |
| Studio | £168.00 | £28.00 | £140.00 |
| 1 bedroom | £192.00 | £32.00 | £160.00 |
| 2 bedrooms | £216.00 | £36.00 | £180.00 |
| 3 bedrooms | £276.00 | £46.00 | £230.00 |
| 4 bedrooms | £312.00 | £52.00 | £260.00 |
| 5+ bedrooms | £384.00 | £64.00 | £320.00 |

| Check Out | Fee | | |
|-------------------------------|---------|--------|---------|
| | inc VAT | VAT | ex VAT |
| Unfurnished Properties | | | |
| Studio | £132.00 | £22.00 | £110.00 |
| 1 bedroom | £144.00 | £24.00 | £120.00 |
| 2 bedrooms | £156.00 | £26.00 | £130.00 |
| 3 bedrooms | £168.00 | £28.00 | £140.00 |
| 4 bedrooms | £180.00 | £30.00 | £150.00 |
| 5+ bedrooms | £192.00 | £32.00 | £160.00 |

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| Furnished Properties | | | |
| Studio | £156.00 | £26.00 | £130.00 |
| 1 bedroom | £168.00 | £28.00 | £140.00 |
| 2 bedrooms | £180.00 | £30.00 | £150.00 |
| 3 bedrooms | £192.00 | £32.00 | £160.00 |
| 4 bedrooms | £204.00 | £34.00 | £170.00 |
| 5+ bedrooms | £216.00 | £36.00 | £180.00 |