

## Service Options, Commissions and Fees:

Service Options	Charge
Full Management - Platinum (Includes utility transfers and 2 free inspections per annum)	12.5% & VAT (15% incl)
Rent Collection Service	10% & VAT (12% incl)

## Product List & Prices

Compulsory Products	Price
Administration Fee (to include marketing, advertising, viewings, references, Right to Rent Checks, Tenancy Agreement, Inventory & Schedule of Conditions Studio)	£400 & VAT (£480 incl)
Administration Fee (to include marketing, advertising, viewings, references, Right to Rent Checks, Tenancy Agreement, Inventory & Schedule of Conditions - 1 bed)	£450 & VAT (£540 incl)
Administration Fee (to include marketing, advertising, viewings, references, Right to Rent Checks, Tenancy Agreement, Inventory & Schedule of Conditions 2 beds)	£500 & VAT (£600 incl)
Administration Fee (to include marketing, advertising, viewings, references, Right to Rent Checks, Tenancy Agreement, Inventory & Schedule of Conditions 3 - 4 beds)	£550 & VAT (£660 incl)
Administration Fee (to include marketing, advertising, viewings, references, Right to Rent Checks, Tenancy Agreement, Inventory & Schedule of Conditions 5+ beds)	£600 & VAT (£720 incl)
Annual Deposit Holding Fee	£30 & VAT (£36 incl)
Proof of ownership (Land Registry Service) & Sanctions Checks	£25 +VAT (£30 incl)
Standalone Sanctions Checks for LANDLORDs, Applicants & Guarantors	£7 + VAT per check (£8.40 incl)

Optional Products	Price	Optional Products	Price
Collection, Registration and holding of Deposit monies	£60 & VAT (£72 incl)	Co-ordinating property refurbishments prior to initial tenancy (percentage of total cost)	10% & VAT (12% incl)
Rent Protection and Legal Expenses * Cost per month (on rents up to £990.00 per calendar month)	£40 & VAT (£48 incl)*	Co-ordinating property improvements during tenancy (percentage of total cost)	10% & VAT (12% incl)
Rent Protection and Legal Expenses * Cost per month (on rents between £1,000.00 and £1,499.00 per calendar month)	£50 & VAT (£60 incl)*	Court attendance (min charge)	£250 & VAT (£300 incl)
Rent Protection and Legal Expenses * Cost per month (on rents between £1,500.00 and £1,999.00 per calendar month)	£60 & VAT (£72 incl)*	Change of ownership (bought with tenant in situ)	£150 & VAT (£180 incl)
Rent Protection and Legal Expenses * Cost per month (on rents between £2,000.00 and £2,500.00 per calendar month (capped at £2,500.00))	£70 & VAT (£84 incl)*	Administration charge to close full management service and to forward all necessary paperwork to landlord	£150 & VAT (£180 incl)
Key copying (nb landlord to provide 3 full sets) cost of key copying, plus	£15 & VAT (£18 incl)	Provision of annual reports for Self Assessment	£50 & VAT (£60 incl)
Additional Property Management inspections per annum (max 4 pa) (number of chargeable inspections required, subject to size of property)	from £50 & VAT (from £60 incl)	Electrical installation Checks (to be outsourced to qualified electrician) (EICR) studio / 1 beds	£165 & VAT (£198 incl)
Requested changes to standard Tenancy Agreement/Addendum for each draft	£50 & VAT (£60 incl)	Electrical installation Checks (EICR) (to be outsourced to qualified electrician) additional rooms (price per room)	£35 & VAT (£42 incl)
Change of sharer during tenancy	£50 & VAT (£60 incl)	Take over the management of an existing tenancy	£200 & VAT (£240 incl)
Arrange and carry out move out inspection, and negotiate dilapidations Studio - 1 beds	£160 & VAT (£192 incl)	PAT Testing (up to 10 appliances) (to be outsourced to qualified person)	£70 & VAT (£84 incl)
Arrange and carry out move out inspection, and negotiate dilapidations 2 beds	£200 & VAT (£240 incl)	Energy Performance Certificate (to be outsourced to qualified EPC assessor)	£110 & VAT (£132 incl)
Arrange and carry out move out inspection, and negotiate dilapidations 3 - 4 beds	£230 & VAT (£276 incl)	Annual Gas Safety Certification (up to 2 appliances) (to be outsourced to qualified engineer)	£95 & VAT (£114 incl)
Arrange and carry out move out inspection, and negotiate dilapidations 5 beds +	£260 & VAT (£312 incl)	Annual Gas Safety Certification and Service	£155 & VAT (£186 incl)
Periodic rent increase - Service of Form 4/Section 13	£135 & VAT (£162 incl)	Legionnaires Assessment Report (to be outsourced to qualified person)	£95 & VAT (£114 incl)
NRL1-deduct basic rate tax and account to HMRC (per person per quarter)	£60 & VAT (£72 incl)	Section 8 - Documentation Administration - Where requested by the Landlord, the Agent can provide the relevant documentation.	£75 & VAT (£90 incl)
Attendance at the Property, including meeting contractors, British Gas engineers, providing access, key collection and delivery, or other similar visits (per visit)	£25 & VAT (£30 incl)	Additional property-related services including time spent at a property accompanying a contractor, British Gas engineers, surveyor (per hour)	£40 & VAT (£48 incl)
Charge to process claim through TDS (nb move out inspection must have been carried out by ourselves)	£250 & VAT (£300 incl)	Aborted Tenancy (fee should landlord withdraw after tenant references have been confirmed) <i>An amount in proportion to what has been performed prior to landlords cancellation in writing.</i>	