

FEES	Without VAT	Including VAT
Letting with Rent Collection and Full Management <i>Example: based on a 12 month contract at a monthly rent of £1,000: £1000 x 12 x 19.2% inc VAT = £2304</i>	16% of rent payable	19.2% of rent payable
Letting with Rent Collection <i>Example: based on a 12 month contract at a monthly rent of £1,000: £1000 x 12 x 15% inc VAT = £1800</i>	12.5% of rent payable	15% of rent payable
Let Only <i>Example: based on a 12 month contract at a monthly rent of £1,000: £1000 x 12 x 12% inc VAT = £1440</i>	10% of rent payable	12% of rent payable
INITIAL CHARGES	Without VAT	Including VAT
Energy Performance Certificate (EPC) Administration Fee	£100.00	£120.00
Tenancy agreement preparation charge	included	included
Supervision of an agreement presented by a third-party to the landlord	£325.00	£390.00
Addenda or amendments to tenancy agreement	£20.00	£24.00
Deed of guarantee, named occupant or special clauses	£25.00	£30.00
Applicant / Guarantor referencing charge	£50.00	£60.00
Professional Inventory & Schedule of Condition	Starting at £150 depending on size, location and furniture status	
Professional Inventory & Schedule of Condition with Check-In appointment	Starting at £150 depending on size, location and furniture status	
Professional Check-Out appointments	Starting at £150 depending on size, location and furniture status	
DEPOSIT	Without VAT	Including VAT
Administration charge to protect a deposit with a Deposit Protection Scheme	£40.00	£48.00
To process a claim with a deposit protection scheme where we do not provide Full Management	£200.00	£240.00
EXTENSIONS	Without VAT	Including VAT
Extension of fixed term tenancy agreement preparation charge, non-Managed service	£250.00	£300.00
Extension of fixed term tenancy agreement preparation charge, Full Management service	£75.00	£90.00
GENERAL	Without VAT	Including VAT
Withdrawal by Landlord	One week of rent as marketed	One week of rent as marketed
Annual statement of income and expenditure	£100.00	£120.00
Tax administration for non-UK residents with no HMRC approval	£100.00 per quarter	£120.00 per quarter
Annual tax administration charge for non-UK resident with HMRC approval	£40.00	£48.00
Copy statements & supporting documents - per request	£25.00	£30.00
Additional and Vacant property visits, price per visit	£70.00	£84.00
Repairs (Full Management service only)	10.00%	12.00%
To check works	£70.00	£84.00
Court attendances - per day or part thereof	£300.00	£360.00
Service of Section 13 Notice (rent increase notice for a statutory periodic assured shorthold tenancy)	£70.00	£84.00
Service of Section 21 Notice or Notice to Quit (free with full management service)	£150.00	£180.00
Information & Assistance for Let Only/Rent Collect Properties	£120.00	£144.00
Arrange fee for compliance checks	£50.00	£60.00
Cost of Gas Safety Check	£100.00	£120.00
Cost of EPC Certificate	£100.00	£120.00
Electrical PAT Test	Prices start at £60.00	Prices start at £72
EICR Report	Prices start at £200	Prices start at £240
Legionella Check	£100.00	£120.00
Transaction Charge (per year, charged quarterly)	£20.00	£24.00
Out of Hours urgent maintenance cover for Managed properties only	Included	Included
Early Termination or Transfer of management administration charge	£150.00	£180.00
House sitting	£70.00 for the first hour (or part of), £35.00 per hour thereafter	£84.00 for the first hour, £42.00 per hour thereafter

* VAT rates subject to change