

“We provide a totally transparent fee structure which means you don’t have to worry about any hidden extras along the way.”

Costs Included in Chosen Service Level	Premium Management Service	Full Management Service	Rent Collection Service	Introduction Service	Online Only Service
	15% (18% inc VAT)	9% (10.8% inc VAT)	7% (8.4% inc VAT)	5% (6% inc VAT)	£399 (£478.80 inc VAT)
Full Extensive Marketing	✓	✓	✓	✓	✓
Market Appraisal & Advice	✓	✓	✓	✓	✓
Marketing Photography	✓	✓	✓	✓	✓
For Sale Board (On Request)	✓	✓	✓	✓	✓
Arrange Viewings (unaccompanied)	✓	✓	✓	✓	✓
Arrange & Conduct Viewings Six Days A Week	✓	✓	✓	✓	✗
Negotiate Terms & Draw Up Bespoke Tenancy Agreement	✓	✓	✓	✓	✗
Safe Keeping Of Keys Throughout Marketing & Tenancy	✓	✓	✓	✓	✗
Buy To Let Advice	✓	✓	✓	✓	✗
Request Tenant to set up Standing Order for rental payment	✓	✓	✓	✓	✗
Referencing appropriate to the circumstances of the prospective tenant *	✓	✓	✓	✓	✗
Client Money Protection	✓	✓	✓	✓	✗
Demand, Receive, Dispatch rent & Issue A Monthly Rental Statement	✓	✓	✓	✗	✗
Agree Terms Of Tenancy Renewals, Securing Rent Increases Where Possible	✓	✓	✓	✗	✗
Help In Recovering Rent Arrears In The Very Rare Event It Happens	✓	✓	✓	✗	✗
Transfer Utilities At The Start & End Of Tenancy	✓	✓	✗	✗	✗
Organise & Oversee Day-To-Day Repairs & Maintenance As Required	✓	✓	✗	✗	✗
Quotes For Improvement Works	✓	✓	✗	✗	✗
Instruct Vetted & Insured Contractors	✓	✓	✗	✗	✗
Property Management Visits (every 4 months)	✓	✓	✗	✗	✗
Where Necessary We Instruct & Pay Contractors On Your Behalf	✓	✓	✗	✗	✗
Act As Intermediary with Insurance Companies Or Block Managers As Required	✓	✓	✗	✗	✗
24Hr Emergency helpline For You & Your Tenants	✓	✓	✗	✗	✗
Court Attendance	✓	✓	✗	✗	✗
Review Check-out Report, Advise on Deductions from Deposit & Negotiate Tenant Payment	✓	✓	✗	✗	✗
Negotiate Deposit Return	✓	✓	✗	✗	✗
Deposit Registration	✓	✓	✗	✗	✗
Insurance Claim	✓	✓	✗	✗	✗
Arrange Periodic Mandatory Safety Checks	✓	✓	✗	✗	✗
End Of Tenancy Management	✓	✓	✗	✗	✗
Professional Floorplan	✓	✗	✗	✗	✗
Serving Of Notice	✓	✗	✗	✗	✗
Annual Gas Safety Certificate	✓	✗	✗	✗	✗
Inventory Make	✓	✗	✗	✗	✗
Attended Check-in & Check-out	✓	✗	✗	✗	✗
NRL Tax Statements To HMRC	✓	✗	✗	✗	✗
Energy Performance Certificate (EPC)	✓	✗	✗	✗	✗
Annual Gas Safety Certificate	✓	✗	✗	✗	✗
Tenancy Set-up Admin	✓	✗	✗	✗	✗
6 Month's Rent Recovery & Protection	✓	£60 Per Six Months	£120 Per Six Months	✗	✗

PRE-TENANCY FEES (ALL SERVICE LEVELS)

There are costs that may be applicable at the start of tenancy or periodically during the term of your tenancy.

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the Landlord. All prices are inclusive of VAT.

*Our administration fee for Tenancy Set-Up covers tenant referencing for up to 2 applicants, legal agreements and organising of any pre-tenancy works.

Tenancy Set-Up Admin = £180	Annual Statement Of Account = £30
Tenancy Renewal Admin = £150	Serving Of Notice = £60
Energy performance Certificate (EPC) = £72	Professional Cleaning = from £150
Gas Safety Certificate = £80	Professional Photography = from £90
Electrical Inspection (NICEIC) = from £180	Inventory Make = from £96
Portable Appliance Test (PAT) = from £72	Attended Check-In = £60
Legionella Risk Assessment = £90	Attended Check-Out = £90
Deposit Registration = £60	Non Scheduled Attendance At Property Fee = £50 per hour
International Bank Transfer = £30	Submission Of Evidence under A disputed Deposit = £72
Additional tenant referencing fee = £20 per applicant	Court Attendance = £72 for 1 hour & £36 per hour thereafter
NRL Tax Statements To HMRC = £96 per quarter	Install Of Smoke/carbon monoxide alarms = £20 + Contractors Invoice
Guarantor referencing fees = £20 per applicant	Project Management For Works Exceeding £500 = 10% of net cost
Landlord withdrawal fee (before move in of a ready & willing tenant) = £180	