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Schedule of Fees

Landlord Services & Charges

Service Fees

Fee	Intro Only	Rent Collection	Full Management
Service Fee	3 weeks rent (2.5 Weeks rent + VAT)	12% of monthly rent inc. VAT (10% plus VAT)	14.4% of monthly rent inc. VAT (12% plus VAT)
Referencing, right to rent & immigration checks	£90 per applicant	£90 per applicant	£90 per applicant
Lodge deposit with My Deposits on your behalf (optional)	£90 (optional)	£90 (optional)	£90 (optional)
Initial Setup Fee	N/A	£180	£180

Property Compliance and Certificates

Item	Price	Notes
EICR	£222 - £348 inc. VAT	Depending on property size
EPC	£114 - £138 inc. VAT	Depending on property size
Gas Safety Certificate	£132 inc. VAT	
GSC + Boiler service	£210 inc. VAT	
Inventory/Check Out Report	£132 - £246 inc. VAT	Depending on property size

Schedule of Additional Charges

All fees are inclusive of VAT unless stated otherwise.

Charge	Amount
Initial Admin Set-Up Fee	£180.00 inc. VAT
Referencing / Right to Rent Check (per adult)	£90.00 inc. VAT
Optional Deposit Lodging via mydeposits	£90.00 inc. VAT

Charge	Amount
Declined Satisfactory References (per person)	£150
Emergency Maintenance Authority Limit	Up to £250 without prior authority
Sale to Introduced Tenant	1.0% of sale price (subject to contract)
Rent Increase – negotiating, drawing up and serving Section 13	£180 inc. VAT
Management of 1st Tier Tribunal	£240 inc. VAT
PAT Test	£96 inc. VAT for individual properties £72 inc. VAT for multiple flats in the same building
Pet Addendum Fee (Intro Only and rent collect)	£60 inc. VAT
Sanction check renewal	£30 inc. VAT
Annual end of year summary tax statement	£180.00 inc. VAT
Professional cleaning (quoted)	Variable
HMO Licence application fee	£420 inc. VAT
Processing a change of tenant fee	£420 inc. VAT
Copy of tenancy documents/statement	£60 inc. VAT
Preparation of Documents in the case of Deposit Dispute Claim (Intro Only)	£60 inc. VAT
Hourly rate for other work	£36 inc. VAT

What's Included

What's Included	Intro Only	Rent Collection	Full Management
Professional standard photography	**Yes**	**Yes**	**Yes**
Video tour of your property	**Yes**	**Yes**	**Yes**
Widely advertised	**Yes**	**Yes**	**Yes**
Accompanied viewings	**Yes**	**Yes**	**Yes**
Honest & factual feedback	**Yes**	**Yes**	**Yes**
Thorough referencing checks	**Yes**	**Yes**	**Yes**
Prepare tenancy agreement	**Yes**	**Yes**	**Yes**

What's Included	Intro Only	Rent Collection	Full Management
Provide legal doc disclaimers	Yes	Yes	Yes
Arrange a standing order for future rent payments	Yes	Yes	Yes
Inform council of new tenants	Yes	Yes	Yes
Collect first month's rent/deposit	Yes	Yes	Yes
Collect and demand the rent	No	Yes	Yes
Express payment system to you	No	Yes	Yes
Arrange annual Gas Safety Inspection	No	No	Yes
Arrange any repairs needed	No	No	Yes
Be point of contact for tenant	No	No	Yes
24 hour contact number for tenant	No	No	Yes
Inspect property every 3 months	No	No	Yes
Arrange renewal/termination letters	No	No	Yes
Managing deposit discrepancies	No	No	Yes

PLEASE NOTE ALL PRICES SHOWN ARE INCLUSIVE OF VAT

Fees are a guide and not contractual; charges are subject to periodic review.