

## Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	16.80%	14.00%
Tenancy set up From	£360.00	£300.00
Credit references (per applicant and per guarantor)	£30.00	£25.00
Deposit registration (per Security Deposit)	£90.00	£75.00
Gas safety check	£84.00	£70.00
Energy Performance certification	95.00	95.00
Electrical Installation Condition Report and Portable Appliance Test From	£144.00	£120.00
Legionella risk assessment	15.00	15.00
Tenancy renewal	£144.00	£120.00
Rent review	£30.00	£25.00
Tenancy check out From	90.00	90.00
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	100.00	100.00
2 bed*	120.00	120.00
3 bed*	130.00	130.00
4 bed*	140.00	140.00
5 bed*	150.00	150.00
Additional fee, in addition to the above, if fully furnished	100.00	100.00
Additional requested property visits (per visit)	£40.00	£33.33
Annual statement of income and expenditure for HMRC purposes (per tax year)	£30.00	£25.00
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	£180.00	£150.00
Drawing up of documentation if not included in Service level	£60.00	£50.00
Attendance at court	£192.00	£160.00
Early termination of management service with a sitting tenant	90.00%	75.00%
Administration fee for withdrawing from an offer of a tenancy	£150.00	£125.00
Provision of duplicate documents or statements	£30.00	£25.00
Cutting of keys (per key) From	£10.00	£8.33
Service of statutory notices to recover possession (per notice)	£60.00	£50.00

## Tenant Find Service

Description	Including VAT	Excluding VAT
Tenant Find fee	90.00%	75.00%
Gas safety check	£84.00	£70.00
Energy Performance certification	95.00	95.00
Electrical Installation Condition Report and Portable Appliance Test From	£144.00	£120.00
Legionella risk assessment	15.00	15.00
Tenancy renewal	£144.00	£120.00
Rent review	£60.00	£50.00
Tenancy check out From	90.00	90.00
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	100.00	100.00
2 bed*	120.00	120.00
3 bed*	130.00	130.00
4 bed*	140.00	140.00
5 bed*	150.00	150.00
Additional fee, in addition to the above, if fully furnished	20.00	20.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£30.00	£25.00
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	£180.00	£150.00
Drawing up of documentation if not included in Service level	£60.00	£50.00
Attendance at court	£192.00	£160.00
Administration fee for withdrawing from an offer of a tenancy	£150.00	£125.00
Provision of duplicate documents or statements	£30.00	£25.00
Cutting of keys (per key) From	£10.00	£8.33
Service of statutory notices to recover possession (per notice)	£60.00	£50.00