

## Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	13.20%	11%
Tenancy set up From	£360.00	£300
Gas safety check	£72.00	£60
Energy Performance certification	£90.00	£75
Electrical Installation Condition Report and Portable Appliance Test From	£192.00	£160
Tenancy renewal	£84.00	£70
Tenancy check out From	£72.00	£60
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£72.00	£60
2 bed*	£84.00	£70
3 bed*	£96.00	£80
4 bed*	£108.00	£90
5 bed*	£120.00	£100
Additional requested property visits (per visit)	£48.00	£40
Non-UK residents accounting to HMRC (per tax year)	£120.00	£100
<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	£60.00	£50
Drawing up of documentation if not included in Service level	£60.00	£50
Attendance at court	£90.00	£75
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£600.00	£500
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150
Provision of duplicate documents or statements	£36.00	£30
Cutting of keys (per key) From	£6.00	£5
Service of statutory notices to recover possession (per notice)	£60.00	£50

## Rent Collection Service

Description	Including VAT	Excluding VAT
Monthly service commission %	10.80%	9%
Tenancy set up	£360.00	£300
Gas safety check	£72.00	£60
Energy Performance certification	£90.00	£75
Electrical Installation Condition Report and Portable Appliance Test From	£192.00	£160
Tenancy renewal	£84.00	£70
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£72.00	£60
2 bed*	£84.00	£70
3 bed*	£96.00	£80
4 bed*	£108.00	£90
5 bed*	£120.00	£100
Additional requested property visits (per visit)	£48.00	£40
Non-UK residents accounting to HMRC (per tax year)	£120.00	£100
<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	£60.00	£50
Drawing up of documentation if not included in Service level	£60.00	£50
Attendance at court	£90.00	£75
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£600.00	£500
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150
Provision of duplicate documents or statements	£36.00	£30
Cutting of keys (per key) From	£6.00	£5
Service of statutory notices to recover possession (per notice)	£60.00	£50

## Tenant Find Service

Description	Including VAT	Excluding VAT
Tenant Find fee	£720.00	£600
Gas safety check	£72.00	£60
Energy Performance certification	£90.00	£75
Electrical Installation Condition Report and Portable Appliance Test From	£192.00	£160
Tenancy renewal	£96.00	£80
Rent review	£96.00	£80
Tenancy check out From	£120.00	£100
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£84.00	£70
2 bed*	£96.00	£80
3 bed*	£108.00	£90
4 bed*	£120.00	£100
5 bed*	£132.00	£110
Additional requested property visits (per visit)	£60.00	£50
<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
Drawing up of documentation if not included in Service level	£180.00	£150
Attendance at court	£180.00	£150
Administration fee for withdrawing from an offer of a tenancy	£180.00	£150
Provision of duplicate documents or statements	£60.00	£50
Cutting of keys (per key) From	£6.00	£5
Service of statutory notices to recover possession (per notice)	£72.00	£60