

Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	12.00%	10%
Tenancy set up From	66.00%	55%
Deposit registration (per Security Deposit)	£36.00	£30.00
Gas safety check	£78.00	£65.00
Energy Performance certification	£78.00	£65.00
Electrical Installation Condition Report and Portable Appliance Test From	£180.00	£150.00
Legionella risk assessment	£66.00	£55.00
Tenancy renewal	£180.00	£150.00
Tenancy check out From	£66.00	£55.00
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£104.00	£86.67
2 bed*	£114.00	£95.00
3 bed*	£144.00	£120.00
4 bed*	£154.01	£128.34
5 bed*	£168.00	£140.00
Additional requested property visits (per visit)	£90.00	£75.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£54.00	£45.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£276.00	£230.00
Drawing up of documentation if not included in Service level	£150.00	£125.00
Attendance at court	£210.00	£175.00
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	£420.00	£350.00
Administration fee for withdrawing from an offer of a tenancy	£60.00	£50.00
Provision of duplicate documents or statements	£30.00	£25.00
Cutting of keys (per key) From	£12.00	£10.00
Service of statutory notices to recover possession (per notice)	£114.00	£95.00
	£42.00	£35
	£54.00	£45

