

Landlord Terms of Business

Rent Receipt

Description	Including VAT	Excluding VAT
Monthly service commission %	6%	5%
Tenancy set up	96%	80%
Credit references (per applicant and per guarantor)	£60.00	£50.00
Deposit registration (per Security Deposit)	£60.00	£50.00
Gas safety check	£90.00	£75.00
Energy Performance certification	£90.00	£75.00
Electrical Installation Condition Report and Portable Appliance Test From	£120.00	£100.00
Legionella risk assessment	£90.00	£75.00
Tenancy renewal	£120.00	£100.00
Rent review	£216.00	£180.00
Tenancy check in From	£78.00	£65.00
Tenancy check out From	£114.00	£95.00
"Featured property" advertising	£0.00	£0.00
Floor plan	£0.00	£0.00
Video tour	£0.00	£0.00
Professional photography, from	£0.00	£0.00
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£120.00	£100.00
2 bed*	£156.00	£130.00
3 bed*	£174.00	£145.00
4 bed*	£198.00	£165.00
5 bed*	£234.00	£195.00
Additional fee, in addition to the above, if fully furnished	£90.00	£75.00
Additional requested property visits (per visit)	£60.00	£50.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£30.00	£25.00
Non-UK residents accounting to HMRC (per tax year)	£540.00	£450.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£60.00	£50.00
Drawing up of documentation if not included in Service level	£60.00	£50.00
Attendance at court	£90.00	£75.00
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	108%	90%
Administration fee for withdrawing from an offer of a tenancy	£240.00	£200.00

Provision of duplicate documents or statements	£12.00	£10.00
Cutting of keys (per key) From	£12.00	£10.00
Service of statutory notices to recover possession (per notice)	£90.00	£75.00
Property visits and reports to include smoke alarm and carbon monoxide testing. Immigration Act Right to Rent. Housing health and safety rating system (HHSRS) risk assessment.	£84.00	£70.00
Anti Money Laundering & Sanctions Check	£48.00	£40.00
Landlord Right to Let	£36.00	£30.00
Rent Guarantee Insurance - 15 Months + £100,000 Legal Cover from	£456.00	£380.00