

Schedule of services

TENANT FIND SERVICE

Introduction of suitable tenant:

- All marketing and accompanied viewings
- Collection of deposit and first month's rent
- Single fee regardless of length of tenancy

50% of one month's rent +VAT
(minimum £420 inc. VAT)

LET AND RENT COLLECTION SERVICE

Service as above PLUS:

- Monthly collection of rent
- Prompt transfer to your account

7.5% of monthly rent +VAT
for the entire tenancy
(9% inc. VAT)

FULL MANAGEMENT SERVICE

Services as above PLUS:

- Holding deposit in Government scheme
- Reading meters
- Arranging utilities and Council Tax
- Initial Property Visit and subsequent 4-monthly visits
- Dealing with all queries and complaints
- Arranging annual Gas Safety Certificate
- Organising any necessary repairs
- Updates on new Safety Regulations
- Legal advice
- Serving any necessary notices upon tenant
- Organising any work required on check-out
- Advice on deposit resolution

10% of monthly rent +VAT
for the entire tenancy
(12% inc. VAT)

(Assumes Sole Agency)

PLATINUM SERVICE

Services as above WITH ALL MANAGEMENT FEES INCLUDED

- Featured property listing on Rightmove Portal
- Free Tenancy Set Up
- Free tenant referencing
- Free tenancy renewal negotiation and agreement
- Free Check Out Inspection and Report inc. update at end of tenancy
- Preparation of paperwork for deposit resolution if required
- Property checks between tenancies (if required)
- Rent Protection Insurance Policy*
- Legal Cover to regain possession *
- Retention of tax (overseas landlords only)
- Provision of annual tax summary
- Court attendance if required

13% of monthly rent +VAT
for the entire tenancy
(15.6% inc VAT)

MANAGEMENT FEES

(if not included in the service you have selected)

		Ex. VAT	Inc. VAT	Notes
Set Up Fee (includes full tenant referencing, Right to Rent check, preparation of the Tenancy Agreement and service upon tenant of all legally prescribed paperwork, 'How to Rent' information etc.)		£250.00	£300.00	★
Deposit registration in TDS		£50.00	£60.00	★ ●
Property Visits		£40.00	£48.00	★ ●
Service of legal notices during Tenancy		£50.00	£60.00	★ ●
Renewal Agreements (including 12 monthly rent review)		£75.00	£90.00	★
Rent Review (if carried out at a separate time from the renewal)		£50.00	£60.00	★
Overseas landlords retention of tax (per quarter)		£20.00	£24.00	★
Annual account summary for Income Tax		£20.00	£24.00	★
Set of duplicate statements		£20.00	£24.00	★
Court appearance if required (per hour)		£75.00	£90.00	★
Additional property checks between tenancies (if required)		£20.00	£24.00	★
Submitting paperwork to the TDS for a deposit dispute		£250.00	£300.00	★
Check Out Inspection & Report (including Inventory update with photographs for subsequent tenancies and management of deposit return and/or deductions)	1 Bed	£83.33	£100.00	★
	2 Bed	£104.16	£125.00	★
	3 Bed	£125.00	£150.00	★
	4 Beds+	£145.83	£175.00	★

★ Included in Platinum Service ● Included in Full Management Service

ADDITIONAL FEES

Compiling initial Inventory / Schedule of Condition (1st let only)	1 Bed	£62.50	£75.00	
	2 Bed	£75.00	£90.00	
	3 Bed	£95.83	£115.00	
	4 Beds+	£116.66	£140.00	
Energy Performance Certificate		£80.00	£96.00	
Arrangement fees for refurbishment works over £1,000		5% of all net costs +VAT		
Handling insurance claims over £1,000		5% of all net costs +VAT		
Special tasks outside the above services (per hour)		£35.00	£42.00	