

FEES FOR THE INITIAL LENGTH OF CONTRACT		
	Without VAT	Including VAT
Letting with Rent Collection and Full Management	£300 set up cost + 12.5% of rent payable	£360 set up cost + 15% of rent payable
<i>Example: based on a 12 month contract at a monthly rent of £1,000: £1000 x 12 x 15% inc VAT = £1800 (+£360 set up cost) = £2160</i>		
Letting with Rent Collection	10% of rent payable	12% of rent payable
<i>Example: based on a 12 month contract at a monthly rent of £1,000: £1000 x 12 x 12% inc VAT = £1440</i>		
Let Only	8% of rent payable	9.6% of rent payable
<i>Example: based on a 12 month contract at a monthly rent of £1,000: £1000 x 12 x 9.6% inc VAT = £1152</i>		
RENEWAL FEES		
	Without VAT	Including VAT
Letting with Rent Collection and Full Management	10% of rent payable	12% of rent payable
Letting with Rent Collection	8% of rent payable	9.6% of rent payable
Let Only	No Renewal Fee	No Renewal Fee
PROPERTY MANAGEMENT ONLY		
	Without VAT	Including VAT
Full Management only	£300 set up cost + 7% of rent payable	£360 set up cost + 8.4% of rent payable
Switch over from another letting agent with existing tenancy	£300 set up cost + 7% of rent payable	£360 set up cost + 8.4% of rent payable
INITIAL CHARGES		
	Without VAT	Including VAT
Tenancy agreement preparation charge	Included	Included
Tenant referencing charge and credit checks	Included	Included
Guarantor referencing charge and credit checks	Included	Included
Energy Performance Certificate (EPC) Administration Fee	£95.00	£114.00
Supervision of an agreement presented by a third-party to the landlord	£325.00	£390.00
Addendum or amendments to tenancy agreement	£20.00	£24.00
Deed of guarantee, named occupant or special clauses	£50.00	£60.00
Professional Inventory, Schedule of Conditions and Check-In Service	From £150 inc VAT depending on size, location and furniture status	
Professional Checkout Service	From £95 inc VAT depending on size, location and furniture status	
DEPOSIT		
	Without VAT	Including VAT
Administration charge to protect a deposit with a Deposit Protection Scheme	£50.00	£60.00
To process a claim with a deposit protection scheme where we do not provide Full Management	£250.00	£300.00
EXTENSIONS		
	Without VAT	Including VAT
Extend fixed term tenancy agreement preparation charge (including rent review), non-managed	£250.00	£300.00
Extend fixed term tenancy agreement preparation charge, managed	£100.00	£120.00
OTHER SERVICES		
	Without VAT	Including VAT
Energy Performance Certificate (EPC) Administration Fee	£95.00	£114.00
Gas Safety Check Administration Fee	£95.00	£114.00
Electrical PAT Test Administration Fee	£80 upto 5 appliances and then £15 thereafter for each appliance	£96 upto 5 appliances and then £18 thereafter for each appliance
Electrical Inspection Conditon Report (EICR) Report Administration Fee	£200.00 upto 10 circuits, £20 for each circuit thereafter	From £240 upto 10 circuits, £24 for each circuit thereafter
Smoke Alarm Administration Fee	£50 + £30 per alarm	£60 + £30 per alarm
Carbon Monoxide Alarm Administration Fee	£50 + £30 per alarm	£60 + £30 per alarm
Legionella Check Administration Fee	£120.00	£144.00
GENERAL		
	Without VAT	Including VAT
Withdrawal by Landlord	One week of rent as marketed	One week of rent as marketed
Annual statement of income and expenditure	£100.00	£120.00
Tax administration for non-UK residents with no HMRC approval	£100.00 per quarter	£120.00 per quarter
Annual tax administration charge for non-UK resident with HMRC approval	£40.00	£48.00
Copy statements & supporting documents - per request	£25.00	£30.00
Additional and Vacant property visits, price per visit	£70.00	£84.00
Repairs (Full Management only). When the net cost of works exceeds £1000.00 - based on the total net invoice of works.	10.00%	12.00%
To check works	£70.00	£84.00
Court attendances - per day or part thereof	£300.00	£360.00
Service of Section 13 Notice (rent increase notice for a statutory periodic assured shorthold tenancy)	£70.00	£84.00
Service of Section 21 Notice or Notice to Quit (not with Full Management)	£250.00	£300.00
Information & Assistance for Let Only/Rent Collect Properties	£120.00	£144.00
Arrange fee for compliance checks	£50.00	£60.00
Transaction Charge (per year, charged quarterly)	£20.00	£24.00
Out of Hours urgent maintenance cover for Managed properties only	Included	Included
Early Termination or Transfer of Management administration charge	£300.00	£360.00
House sitting	£70.00 for the first hour, £35.00 per hour thereafter	£84.00 for the first hour, £42.00 per hour thereafter

* VAT rates subject to change