



Landlord Schedule of Charges

Description	Excluding VAT	Including VAT
Full Management service - monthly commission %	10%	12%
Rent Collection service - monthly commission %	8%	9.6%
*Let Only service	6%	7.2%
<i>*Fees to be paid initially for the full agreed term period</i>		
Tenancy set up from	£400	£480
Gas safety check	£120	£144
Energy Performance Certification	£120	£144
Electrical Installation Condition Report	£250	£300
Legionella risk assessment	£75	£90
Tenancy renewal	£250	£300
Inventory & Schedule of Condition per report:		
Studio/1 bed From	£120	£144
2 bed	£145	£174
3 bed	£160	£192
4 bed	£175	£210
Additional requested property visits (per visit)	£65	£78
Credit check per tenant / guarantor	£30	£36
Deposit registration with Deposit Protection Scheme	£50	£60
Annual statement of income and expenditure for HMRC purposes (per tax year)	£75	£90
Non-UK residents accounting to HMRC (per tax year)	£75	£90
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£125	£150
Drawing up of documentation if not included in Service level	£75	£90
Attendance at court	£150	£180
Administration fee for withdrawing from an offer of a tenancy	£100	£120
Cutting of keys (per key) from	£15	£18

Tenants Fees

Holding deposit	Sum equivalent to one weeks rent
Security deposit (Registered in a Deposit Protection Scheme)	Sum equivalent to five weeks rent

The following fees and charges include VAT:

Change of tenant in a shared property	£50
Early termination fee	£250
Company let administration fee	£350

Lost key or other security device

Tenants are responsible for replacing lost keys