



SCALE OF FEES & CHARGES

| GENERAL FEES & COMMISSION (all fees & charges are inclusive of VAT at current rate) | Tenant Sourcing Service | Rent Collection Service | Management Service | Management Service Plus |
|--|--------------------------------|--------------------------------|---------------------------|--------------------------------|
| General Service Charge / Commission Rate (Percentage of Month 1 Rent for Tenant Sourcing Service / Percentage of Monthly Rent for other Services) | 60% | 9% | 13.2% | 15.6% |
| Tenancy Deposit Registration and Compliance Administration (New Tenancies and at fixed term renewals) | £45 | £45 | £45 | £45 |
| Administering Landlord's own Tenancy Agreement (Per new tenancy) | £120 | | | |
| Property visits where requested by the Landlord (during tenancy) | £90 | £90 | | |
| Additional property visits/inspections where requested by the Landlord (during tenancy) | | | £90 | £90 |
| Administration of Non-Resident Landlord Tax Retention (where NRL1 not presented) – charge per annum | | £120 | £120 | £120 |
| Provision of Annual Income / Expenditure Statements (duplicate or backdated) | | £24 | £24 | £24 |
| Caretaking Service for long term & planned unoccupied properties where requested by Landlord (not applicable to between tenancy voids) – Charged monthly from week 5 onwards | | £240 | £240 | £240 |
| Provision of Energy Performance Certificate (where required for marketing) | £126 | £126 | £126 | £126 |
| Provision of property floor plan for enhanced marketing | £85 | £85 | ✓ | ✓ |
| Provision of Annual Landlord Gas Safety Certification (Inc. Gas Boiler and up to 2 additional gas appliances) | £90 | £90 | £90 | £90 |
| Provision of Annual Landlord Gas Safety Certification (as above) Including full boiler service | £138 | £138 | £138 | £138 |
| Provision of EICR (Electrical Fixed Wire Test) Report – Advised at first letting and 5 yearly intervals | £240 | £240 | £240 | £240 |
| Provision of Annual Electrical Portable Appliance Test (PAT) and check of Smoke / CO Alarms | £54 | £54 | £54 | £54 |
| Provision of Water System Legionella Risk Assessment – Required prior to each new letting | £90 | £90 | £90 | £90 |
| Arrange and oversee repairs where required (£0 - £500) – percentage of total repair cost | | | 15% | 15% |
| Arrange and oversee major repairs refurbishment where required (£500+) – percentage of total repair cost | | | 18% | 18% |
| Obtaining Licences / Consents on behalf of the Landlord (Freehold / Head Lease etc.) | | | £150 | £150 |
| Issue of Statutory Notices (Section 21 / 8 etc.) where requested by Landlord | £90 | ✓ | ✓ | ✓ |
| Preparation of Legal Matters for submission / Court Attendance (per hour) | | £150 | £150 | ✓ |
| Preparation of Deposit Dispute submissions on behalf of the Landlord | | | £150 | ✓ |
| New property search for Landlord for investment purposes (payable upon completion of purchase upon our referral) | £240 | £240 | £240 | ✓ |
| Provision and administration of Rent Guarantee Cover (Subject to Provider's T&C). | | | | ✓ |
| Provision of 24 / 7 Emergency Contact for Tenant fault reporting | | | ✓ | ✓ |

| SET UP AND ADMINISTRATION CHARGES | Tenant Sourcing Service | Rent Collection Service | Management Service | Management Service Plus |
|---|--------------------------------|--------------------------------|---------------------------|--------------------------------|
| Property Marketing and Tenancy Establishment - Incorporating: | | £360 | £360 | £360 |
| Full property assessment and appraisal and marketing advice | ✓ | ✓ | ✓ | ✓ |
| Preparation of marketing material and photographs | ✓ | ✓ | ✓ | ✓ |
| Listing of property on portals (Rightmove, Zoopla Group, AHRN, Own Website, Social Media) | ✓ | ✓ | ✓ | ✓ |
| Tenant matching to database and enquiries | ✓ | ✓ | ✓ | ✓ |
| Fully accompanied viewings | ✓ | ✓ | ✓ | ✓ |
| Marketing reviews and adjustment based on property performance | ✓ | ✓ | ✓ | ✓ |
| Full Tenant Referencing and Right to Rent Check Processing | ✓ | ✓ | ✓ | ✓ |
| Collection and administration of Holding Deposits during tenant application process | ✓ | ✓ | ✓ | ✓ |
| Negotiation of acceptable tenancy terms | ✓ | ✓ | ✓ | ✓ |
| Preparation of Tenancy Agreement and Tenancy Information Pack | ✓ | ✓ | ✓ | ✓ |
| Prepare and record pre-tenancy 'Prescribed Information' documentation for Landlord compliance | ✓ | ✓ | ✓ | ✓ |
| Meet tenants and hand over property (at the property) on commencement date of tenancy | | ✓ | ✓ | ✓ |
| Record Utility readings and advise all Utilities and Local Authority of change of occupier | | ✓ | ✓ | ✓ |
| Negotiate and administer Tenancy Renewals (including re-issue of Prescribed Information, update Tenancy Deposit Registration and re-check Right to Rent Status as required) | | £216 | £216 | £216 |

PROPERTY INVENTORY AND CHECK OUT CHARGES (Required for all tenancies under Rent Collection / Management / Management Plus Services)

| Professional Inventory & Condition Report | Unfurnished | Furnished | Professional Check out Inspection Report | Unfurnished | Furnished |
|---|-------------|-----------|--|-------------|-----------|
| 1 Bedroom | £108 | £132 | 1 Bedroom | £72 | £90 |
| 2 Bedroom | £126 | £150 | 2 Bedroom | £84 | £102 |
| 3 Bedroom | £144 | £168 | 3 Bedroom | £96 | £114 |
| 4 Bedroom | £162 | £186 | 4 Bedroom | £108 | £126 |
| 5 Bedroom | £180 | £204 | 5 Bedroom | £132 | £150 |
| Additional Rooms (per room) | £48 | £72 | Additional Rooms (per room) | £36 | £60 |

*All Property Inventories & Condition Reports and Check-out Inspection Reports are undertaken by our Independent Accredited Inventory Clerks.

- Professional and qualified Inventory Clerks
- Complete documented record and photographic inclusion
- Independent and Objective assessment of property
- Documentary evidence to support dispute or claim
- Recorded information to support Utility transfers