

All fees listed are inclusive of VAT at the prevailing rate.

SERVICE / CHARGE	FULL MANAGEMENT PLUS	FULL MANAGEMENT	LET ONLY	RENT COLLECTION
Tenant finder's fee	Inc.	£600	100%	N/a
Management fee on rent due	14.4%	12%	N/a	9.6%
Rental guarantee insurance	£45	£45	N/a	N/a
Preparing inventory / schedule of condition	Inc.	Inc.	Inc.	N/a
Annual rent review	Inc.	Inc.	N/a	N/a
Arranging an Energy Performance Certificate (EPC)	Inc.	Inc.	Inc.	N/a
Arranging portable appliance testing (PAT)	Inc.	Inc.	Inc.	N/a
Arranging gas safety certificate	Inc.	Inc.	Inc.	N/a
Arranging gas safety certificate and boiler service	Inc.	Inc.	Inc.	N/a
Arranging electrical installation condition report (EICR)	Inc.	Inc.	Inc.	N/a
Arranging mould and condensation report	Inc.	Inc.	N/a	N/a
Arranging ad hoc utility / council tax payments	Inc.	Inc.	N/a	N/a
Arranging additional keys, entrance fobs, parking fobs and permits (excluding third-party costs)	Inc.	Inc.	N/a	N/a
Deposit registration with DPS (per tenancy)	Inc.	Inc.	N/a	N/a
Submission of evidence to ADR for deposit return	Inc.	Inc.	N/a	N/a
Arranging statutory declaration for deposit return	Inc.	Inc.	N/a	N/a
Arranging legal service of notice under Housing Act	Inc.	Inc.	N/a	N/a
Court attendance (per visit)	£300	£300	N/a	N/a
Arranging mid-tenancy tenant / guarantor swap	Inc.	Inc.	N/a	N/a
Vacant property inspection (per request)		Inc.	N/a	N/a
Handling insurance claims exceeding £1,000	Inc.	Inc.	N/a	N/a
Arranging property access for third parties	Inc.	Inc.	N/a	N/a
Quarterly HMRC account statements (on request)	Inc.	Inc.	N/a	Inc.



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