

LANDLORD SERVICE FEES <small>(All fees and charges are inclusive of VAT)</small>	TENANT <i>Finding Service</i>	MANAGEMENT <i>(Post tenant finding service)</i>
	ONE MONTH'S RENT <small>(Minimum fee £795.00)</small>	+12% pcm
MARKETING		
Market Rent Assessment	✓	✓
Professional Photography	✓	✓
Online Advertising	✓	✓
Accompanied Viewings and feedbacks	✓	✓
Marketing update updates	✓	✓
Tenancy Signing and Key Handover	✓	✓
Rent negotiation	✓	✓
Access to Landlord Portal	✓	✓
In-house vetting of applicants – Prior to Referencing	✓	✓
Comprehensive referencing	✓	✓
Right to rent check	✓	✓
Preparation of Tenancy Agreement	✓	✓
Arranging certificates for compliance	✓	✓
Provide Compliance Documents to tenant	✓	✓
Tenancy Signing and Key Handover	✓	✓
Arrangement of inventory and check-in	FEES APPLY	✓
Utility Meter Readings		✓
Tenancy Deposit Registration	FEES APPLY	✓
PROPERTY MANAGEMENT		
Inventory Report	FEES APPLY	FEES APPLY
Key Holding Service		✓
Rent Collection		✓
Annual Rent Review		✓
Monthly Financial Statements		✓
Chase Rent Arrears		✓
Property Inspections*		✓
Arrange Repair and Remedial Work		✓
Arrange Compliance Certificates		✓
Tenancy Renewal Service**		✓
Drafting and Serving Notice: Section 8, 13 & 21		✓
NRL Tax Deduction		✓
Check Out		✓
Final meter readings		✓
Deposit deduction and arbitration assistance		✓

ADDITIONAL CHARGES

Prices subject to change

Rent Protection Insurance +**2.5%** pcm of rent (subject to terms and conditions)

Initial reference (to inc. initial right to rent checks), per tenant, guarantor or company: **£50.00**

Deposit protection administration charge (first 12 months): **£60.00**

Deposit protection administration charge per annum, after first 12 months: **£30.00**

Key Cutting, per set (plus cost of keys) **£20.00**

Tenancy Renewal: **£120.00** (**£90.00** for managed property)

EPC: **£90.00**

Gas Safety Certificate **£90.00**

Smoke Alarm: **£60.00** (supply and fit per alarm)

Carbon Monoxide: **£60.00** (supply and fit per alarm)

EICR Testing Certificate: **£228.00** Price may vary subject to property size (remedial works cost not included)

PAT Testing: **£145.00** starting price (subject to number of electrical items)

Handling Local Authority Licensing Application: **£150.00** per tenancy (plus local authority cost)

Legionella Risk Assessment: Cost provided upon request, prices may vary

Additional/Vacant Property Visit/Ad-Hoc Visit: **£60.00**

NRL (Non-Residential Landlord): HMRC Return **£120.00**

End of Year Report: **£120.00** (income and expenditure and request for duplicate statements)

Assisting with Legal Representative/Insurance Claims: **£80.00** per hours

Court Proceeding attendance: **£80.00** per hour

Management On-Boarding: **£594.00**

To cover the administration costs associated with taking over the management of an ongoing tenancy, liaising with landlord's current agent, ensuring all statutory compliance has been undertaken, receiving, and protecting the security deposit and providing all necessary legal documentation to the tenant(s).

Let Agreed Property Cancellation Fee: **£420.00**

(Abortive fee payable once tenants successfully passes referencing)

Landlord Withdrawal Fees (during tenancy): **£250.00** per tenancy.

To cover the costs associated company staff administration, advising tenant(s) on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord or landlord's new agent.

*Carried out mid-term (every 6 months)

**Renewal of tenancy for additional 12-month period on expiry

Sale of property to existing tenant: 1%

Tenants rent deposit is capped at 5 weeks rent equivalent.

Deposit Protection Service is used to register tenancy deposit.