

FEES TO LANDLORDS

Level of Service Offered	Fully Managed	Rent Collection	Let Only	
Prepare Tenancy Agreement	✓	✓	✓	
Collect and remit initial month's rent received	✓	✓	✓	
Deduct any pre-tenancy invoices	✓	✓	✓	
Agree the market rent and find a tenant in accordance with the landlord guidelines	✓	✓	✓	
Advise on refurbishment	✓	✓	✓	
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓	
Market the property and advertise on relevant portals	✓	✓	✓	
Erect board outside property in accordance with Town and Country Planning Act 1990	✓	✓	✓	
Carry out accompanied viewings (as appropriate)	✓	✓	✓	
Advise on non-residential tax status and HMRC deduction and provide tenant with NRL8 (if relevant)	✓	✓	✓	
Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme	✓	✓	✓	
Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	✓	✓	✓	
Preparation of Inventory	✓	✓	✓	
Provide tenant with method of payment	✓	✓	✓	
Pursue non-payment of rent and provide advice on rent arrear actions	✓	✓		
Advise all relevant utility providers of changes	✓	✓		
Undertake two inspection visits per annum and notify landlord of outcome	✓			
Arrange routine repairs and instruct approved contractors	✓			
Hold keys throughout the tenancy term	✓			
Additional property visits for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	✓ *			
*Additional Charge £30.00 (inc VAT)	Set-Up Fees	£234.00	£234.00	1 month's rent
	Monthly Fees	12% (inc VAT)	9.6% (inc VAT)	N/A

Prices correct as at 18th January 2016.
 These prices supersede all previous versions of this document.
 We reserve the right to change the stated fees without notice.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF.



Additional Charges

EPC	£95.00 including VAT
Fully Furnished Inventory	£90.00 including VAT
Gas Safety Certificate	POA
Electrical Safety check/PAT testing	POA
Key cutting service	£24.00 including VAT
Additional Inspections	£42.00 including VAT
Preparation of property for letting	12% including VAT of work carried out
Refurbishment works	12% including VAT of work carried out
Tax administration charge for non-UK residents	£60.00 including VAT
Duplicate Statements	£6.00 including VAT per sheet
Liaising with Landlord's Accountants for tax purposes	£30.00 including VAT
Renewal Letting fee	£42.00 including VAT
Fee if Landlord withdraws from agreed tenancy	£60.00 including VAT
Fee for court appearance	£120.00 including VAT
Sales fee/introduction of purchaser	1.2% of purchase price including VAT
6 month Rent Warranty	£120.00 including VAT
12 month Rent Warranty	£180.00 including VAT
Cancellation of Rent Warranty Policy	£30.00 including VAT

The following services are included within the Full Management service free of charge but can also be provided to Let-Only landlords if required as at the following prices:

Deposit handling fee	£30.00 including VAT
Service of Notice to Terminate Tenancy	£120.00 including VAT
Fee for court appearance	£120.00 including VAT

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