



Letting Service Options	Let Only	Rent Collection	Managed
	Fee collected in advance	Fee collected monthly	Fee collected monthly
Standard Fees - Minimum fee £1,000	12% Inc VAT	15% Inc VAT	18% Inc VAT
Administration Charge - Initial Fixed Term AST (to include all tenant and guarantor reference applications and right to rent checks)	£300.00	£300.00	£300.00
Administration Charge - Tenancy Renewals/Rent Review/Addenda	£500.00	£350.00	£250.00
Individual Reference Checks (should you not wish for us to provide a Tenancy Agreement)	£150.00 per person	£150.00 per person	£150.00 per person
Inventory and Schedule of Condition/ Check In	See Separate Schedule	See Separate Schedule	See Separate Schedule
Arrange Check Out	See Separate Schedule	See Separate Schedule	See Separate Schedule
Send Standing Order for Ongoing Rent Payments	£25.00 per month	Included	Included
Notify Utility Suppliers	£100.00	£75.00	Included
Deposit Administration DPS Custodial Scheme	£100.00	£5.00 per month	£5.00 per month
Prepare Move In Statement	Included	Included	Included
Receive Rent and Remit to Landlords by BAGS 1st Payment Only	Included	Included	Included
Itemise Monthly Statements by Email	£25.00	Included	Included
Rent Arrears Management	£250.00	Included	Included
Copy Statement, per Copy	£15.00	£15.00	£15.00
Non-Resident Landlords Monthly Tax Administration Fee	£30.00	£30.00	£30.00
Income and expenditure Report, Per Report	£100.00	£50.00	£50.00
Section 21 Delivered by Hand and Completed Statutory Declaration	£200.00	£200.00	Included
Negotiate Deposit Release	£250.00	£250.00	Included
Preparation of Documents in the Case of Deposit Dispute Claim	£200.00	£200.00	£200.00
Preparation of Document for your Solicitor/Court Attendance	£500.00	£500.00	£500.00
Rental Warranty and Legal Protection	£400.00	£400.00	£400.00
Termination of Sole Lettings Rights for Photos, Floorplan and Marketing Costs	£300.00	£300.00	£300.00
Aborted Fee, once a tenant has been found and we begin referencing. Even if an AST has not been drawn up.	£500.00	£500.00	£500.00
Sale of Property Where Instructed (Based on Sale Agreed Price)	1.50%	1.50%	1.50%
Vacant Property Visits (Per Visit and Subject to Written Agreement)	£60.00	£60.00	£60.00
Major Works to Manage Over £500	25% of total price of works	15% of total price of works	10% of total price of works
Additional Property Visits	£150.00	£150.00	£60.00
Waiting at Properties - For Contractors	£60 Per Hour	£60 Per Hour	£60.00 per hour
Instruct/Obtain Quotes Per Contractor	£100.00	£100.00	Included
Manage Insurance Claims (Not Processing Claim)	£250.00	£250.00	£150.00
Annual Gas Safety Record	£150.00	£100.00	£100.00
Electrical Inspection Condition Report	£150.00+Cost	£150.00+Cost	£150.00+Cost
Energy Performance Certificate,	£100.00	£100.00	£100.00
Legionella Risk Assessment	£48.00+Cost	£48.00+Cost	Cost of Assessment
Key Cutting up to a total of 3 keys	£25.00	£25.00	£25.00
Title Deeds check with Land Registry	£15.00	£15.00	£15.00
<b>Letting Service Options</b>			
All figures are inclusive of VAT at the current rate			
This document dated November 2023			