



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)	£300.00	£300.00	£300.00
Administration Charge - Tenancy Renewals/Rent Review/Addendums	£500.00	£350.00	£250.00
Individual Reference Checks (should you not wish for us to provide a Tenancy Agreement)	£150.00 per	£150.00 per	£150.00 per
Inventory and Schedule of Condition / Check In	See Separate	See Separate	See Separate
Arrange Check Out	See Separate	See Separate	See Separate
Notify Utility Suppliers	£25.00	£25.00	Included
Deposit administration DPS Custodial Scheme	£100.00	£50.00	£50.00
Rent Arrears Management	£250.00	Included	Included
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	Included
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 Agency for Photos, Floorplan and Marketing Costs	£300.00	£300.00	£300.00
Aborted Fee, once a tenant has been found and the landlord withdraws after referencing	£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
Maintenance	25% of total	15% of total price	10% of total price
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 Major Works to manage over £500.00	15% of Cost	15% of Cost	6% of Cost
Manage Insurance Claims (Not Processing Claim)	£250.00	£150.00	£150.00
Annual Gas Safety Record	£150.00	£100.00	£100.00
Electrical Appliance (PAT) Test	£48.00+Cost	£48.00+Cost	Cost of
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
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
Please select service by ticking the appropriate box ->			
All figures are inclusive of VAT at the current rate			
This document dated November 2020			

Sign Date Landlord Initials.....