

Service Fees

Calculated as a % of the annual rent.

Full Management Service	14% + VAT (16.8% incl. VAT)
Includes: • Assessing the rental value • Marketing and advertising the property • Carrying out viewings with prospective tenants • Finding a tenant • Ensuring the Landlord complies with their compliance obligations before and throughout the tenancy, including organising safety certificates • Arranging inventory/check-in and a professional clean • Handling all tenant communication • Collecting and remitting the rent • Inspecting the property once in the first 3 months then every 6 months thereafter • Chasing rent arrears • Advising relevant utility providers of tenancy changes • Arranging tenancy maintenance using approved contractors • Negotiating end-of-tenancy deposit deductions • Holding keys	
Rent Collection Service	12% + VAT (14.4% incl. VAT)
Includes: • Assessing the rental value • Marketing and advertising the property • Carrying out viewings with prospective tenants • Finding a tenant • Ensuring the Landlord complies with their pre-tenancy compliance obligations • Collecting and remitting the rent • Producing monthly statements • Chasing rent arrears	
Let Only Service	1st Year 10% + VAT (12% incl. VAT)
Includes: • Assessing the rental value • Marketing and advertising the property • Carrying out viewings with prospective tenants • Finding a tenant	2nd Year 6% + VAT (7.2% incl. VAT)
	3rd Year onwards 3% + VAT (3.6% incl. VAT)

Administration Fees

Applicable on all tenancies.

Tenancy Set-Up	£450.00 + VAT (£540.00 incl. VAT)
Includes: • Drawing up the tenancy agreement • Serving the compliance documents • Completing the tenant references and Right to Rent checks • Registering the deposit	
Renewal Tenancy Agreement or Rent Review (Section 13)	£150.00 + VAT (£180.00 incl. VAT)
Includes: • Preparing comparable rental evidence and serving the Section 13 notice • Pursuing an annual rent review and/or drawing up the renewal tenancy agreement and serving the compliance documents	
Amendments or Addendums to the Tenancy Agreement	£150.00 + VAT (£180.00 incl. VAT)
Registration on the Private Rented Sector (PRS) Database	£50.00 + VAT (£60.00 incl. VAT)
Landlord AML and Sanctions Checks	£15.00 + VAT (£18.00 incl. VAT)
Charged per person.	
Land Registry Check to Confirm Landlord Ownership	£5.83 + VAT (£7.00 incl. VAT)
Charged per property.	
Duplicate Documents or Statements	£20.00 + VAT (£24.00 incl. VAT)

Optional Fees

Applicable where the service is required.

Section 21	£150.00 + VAT (£180.00 incl. VAT)
The service of a legal notice for possession	
Deposit Dispute	£250.00 + VAT (£300.00 incl. VAT)
The submission of a Security Deposit claim on behalf of the Landlord for arbitration by the Tenancy Deposit Scheme (TDS). Charged per submission.	
Deposit Dispute Negotiations	£70.00 + VAT (£84.00 incl. VAT)
Negotiations on properties held under the DPS, and handling of non-managed properties. Charged per hour (or part thereof).	
Tribunal Handling	£70.00 + VAT (£84.00 incl. VAT)
Where a rent is challenged. Charged per hour (or part thereof).	
Preparation of Documentation for Legal Proceedings	£70.00 + VAT (£84.00 incl. VAT)
Preparation of documentation for legal proceedings or solicitors, including but not limited to the selling of a property. Charged per hour (or part thereof).	
Attendance at Court or Tribunal	£600.00 + VAT (£720.00 incl. VAT)
Charged per day (or part thereof) plus reasonable expenses.	

Additional Fees

Available on request.

Refurbishment Project Management	10% + VAT (12% incl. VAT)
The end-to-end organisation of a property refurbishment, charged on the total contract value.	
Vacant Property Management	£80.00 + VAT (£96.00 incl. VAT)
Ongoing management, charged per calendar month.	
Vacant Property Visits	From £50.00 + VAT (£60.00 incl. VAT)
Charged per visit (subject to agreement).	
Additional Inspections	£100.00 + VAT (£120.00 incl. VAT)
Shopping and Procurement Services	£20.00 + VAT (£24.00 incl. VAT)
Charged per instruction.	
Additional Administration or Bespoke Reporting	£70.00 + VAT (£84.00 incl. VAT)
Charged per hour (or part thereof).	

Hourly Rates

Applicable to any work outside the scope of the Services, or that does not fall under any of the listed Services or Fees. Charged per hour (or part thereof).

£70.00 + VAT
(£84.00 incl. VAT)