

Summary of Charges

Landlord Service	Fee Payable
Let Only – Introduction Service	9.6% inc VAT (8% exc VAT) Short let 14.4% inc VAT (12% exc VAT)
Let Only & Rent Collection – Part Management	13.2% inc VAT (11% exc VAT) Short let 16.8% inc VAT (14% exc VAT)
Full Management Service	15.6% inc VAT (13% exc VAT) Short let 21.6% inc VAT (18% exc VAT)
Tenancy Agreements	£120 inc VAT (£100 exc VAT)
Renewal Tenancy Agreements	£120 inc VAT (£100 exc VAT)
Use of own lease	£30 inc VAT (£25 exc VAT)
Transfer of Utilities & Council Tax	£54 inc VAT (£45 exc VAT) *Included in Full Management
Check-In of Tenants (per visit to property)	From £66 inc VAT (from £55 exc VAT) (dependant on size of property)
Inventory Compilation	From £102 inc VAT (from £85 exc VAT) (dependant on size of property)
Updating of Inventories	From £78 inc VAT (from £65 exc VAT) (dependant on size of property)
Reconciling dilapidations	£114 inc VAT (£95 exc VAT) for initial response then £60 inc VAT (£50 exc VAT) per hour *Included in Full Management
Energy Performance Certificate	£108 inc VAT (£90 exc VAT)
Gas safe certificate	£108 inc VAT (£90 exc VAT)
Property Inspection (per visit – quarterly)	£84 inc VAT (£70 exc VAT)
Deliveries by bikes	£24 inc VAT (minimum) (£20 exc VAT)
Insurance Claim handling	£60 inc VAT (minimum) (£50 exc VAT)
Quarterly Overseas Landlord Fee	£60 inc VAT (£50 exc VAT)
Issuing Section 21 Notices	£60 inc VAT (£50 exc VAT)
Applying for consents (Superior Landlord and/or Mortgagee)	£150 inc VAT (£125 exc VAT)

Tenant Service	Fee Payable
Agency Fee	£198 inc VAT (£165 exc VAT) – over 6 month tenancy
Agency Fee for Corporate Leases Short Lets	£234 inc VAT (£195 exc VAT) – under 6 month tenancy
Tenancy Deposit Scheme Insurance (TDS)	£24 inc VAT (£20 exc VAT)
TDS Renewal Fee	£24 inc VAT (£20 exc VAT)
Deposit	Six weeks rent payable upon acceptance. Higher if pets involved or over 2 months until move in date.
Referencing Fee	£78 inc VAT (£65 exc VAT) per applicant over 18 / guarantor
First month's rent	To be received minimum 5 working days prior to occupation/commencement of tenancy – must be cleared funds
Renewal Fee or Check Out Admin	£66 inc VAT (£55 exc VAT)
Rent reversal charge	£30 inc VAT (£25 exc VAT)
Late rent fee	£30 inc VAT (£25 exc VAT)
Bank charge for cash	1% of transaction amount
Bank charge for credit card	4% of transaction amount
Check out fee	From £96 inc VAT (£80 exc VAT) (dependant on size of property)
Early release fee	£300 inc VAT (£250 exc VAT) plus landlord out of pocket costs New lease fee £120 inc VAT (£100 exc VAT) Updating of the inventory From £78 inc VAT (from £65 exc VAT) (dependant on size of property) Check out fee from £96 inc VAT (£80 exc VAT) (dependant on size of property) Check in fee from £66 inc VAT (from £55 exc VAT) (dependant on size of property) Any rent shortfall

Client money protection (CMP) provided by: ARLA



Independent redress provided by: TPOS

