

Summary of Charges

Landlord Service	Fee Payable
Let Only – Introduction Service	10% inc VAT (8.3% exc VAT) Short let 14.4% inc VAT (12% exc VAT)
Let Only & Rent Collection – Part Management	12.5% inc VAT (10.4% exc VAT) Short let 16.8% inc VAT (14% exc VAT)
Full Management Service	15% inc VAT (12.5% exc VAT) Short let 21.6% inc VAT (18% exc VAT)
Platinum Service	17% Inc VAT (14.2% exc VAT) Short let 24% inc VAT (20% exc VAT)
Tenancy Agreements	£234 inc VAT (£195 exc VAT) includes full referencing for two applicants. Extra referencing charged at £60 inc VAT (£50 exc VAT), (included in Platinum Management)
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 & Platinum Management
Check-In (per visit to property)	Price dependant on size of property
Inventory Compilation	Price dependant on size of property
Updating of Inventories	Price dependant on size of property
Checkout of property	Price 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 & Platinum Management
Energy Performance Certificate	£114 inc VAT (£95 exc VAT)
Gas safe certificate	£114 inc VAT (£95 exc VAT) for 2 appliances , £30 inc VAT (£25 exc VAT) per additional appliance
Property Inspection (per visit)	£114 inc VAT (£95 exc VAT) *Included in Full & Platinum Management
Deliveries by bikes	£24 inc VAT (minimum) (£20 exc VAT)
Insurance Claim handling	£120 inc VAT (minimum)(£100 exc VAT)
Quarterly Overseas Landlord Fee	£60 inc VAT (£50 exc VAT)
Issuing Section 21 Notices	£120 inc VAT (£100 exc VAT) *Included in Full & Platinum Management
Applying for consents (Superior Landlord and/or Mortgagee)	£150 inc VAT (£125 exc VAT)
Tenants deposit registration for term of Tenancy	£42 inc VAT (£35 exc VAT)

Tenant Service	Fee Payable
Agency Fee for Corporate Leases Short Lets	£234 inc VAT (£195 exc VAT) – under 6 month tenancy classed as a Short Let.
Deposit	Five weeks rent payable upon acceptance.
First month's rent	To be received minimum 5 working days prior to occupation/commencement of tenancy – must be cleared funds
Late rent fee	£42 inc VAT (£35 exc VAT)
Bank charge for cash	1% of transaction amount
Bank charge for credit card	4% of transaction amount
Early release fee	£480 inc VAT (£400 exc VAT) plus landlord out of pocket costs New lease fee £120 inc VAT (£100 exc VAT)
Amendments to the Tenancy Agreement	£49.80 Inc VAT (41.50 exc VAT)
Reference request upon leaving int property	£49.80 Inc VAT (41.50 exc VAT)

Client money protection (CMP) provided by: ARLA



Independent redress provided by: TPOS

