

# 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	12% inc VAT (10% exc VAT) Short let 16.8% inc VAT (14% exc VAT)
Full Management Service	14.4% inc VAT (12% exc VAT) Short let 21.6% inc VAT (18% exc VAT)
Platinum Service	18% Inc VAT (15% 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
Check out	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)
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

