

SCHEDULE OF SERVICES

TENANT FIND SERVICE

Introduction of suitable tenant:

- All marketing and accompanied viewings
- Collection of deposit and first month's rent
- Single fee regardless of length of tenancy

* Including Set Up fee

90% of one
months rent + VAT
(minimum £720.00
Inc VAT)

LET AND RENT COLLECTION SERVICE

Service as above PLUS:

- Monthly collection of rent
- Prompt transfer to your account

10% of monthly rent
+VAT for the
entire tenancy
(12% inc. VAT)

FULL MANAGEMENT SERVICE

Services as above PLUS:

- Holding deposit in Government scheme
- Reading meters
- Arranging utilities and Council Tax
- Initial Property Visit and subsequent 4-monthly visits
- Dealing with all queries and complaints
- Arranging annual Gas Safety Certificate
- Organising any necessary repairs
- Updates on new Safety Regulations
- Legal advice
- Serving any necessary notices upon tenant
- Organising any work required on check-out
- Advice on deposit resolution

12% of monthly rent
+VAT for the
entire tenancy
(14.4% inc. VAT)
(Assumes Sole Agency)



MANAGEMENT FEES

(if not included in the service you have selected)

	Ex. VAT	Inc. VAT	Notes
Set Up Fee (includes full tenant referencing, Right to Rent check, preparation of the Tenancy Agreement and service upon tenant of all legally prescribed paperwork, 'How to Rent' information etc.	£295.00	£354.00	
Deposit registration in TDS	£50.00	£60.00	
Property Visits	£40.00	£48.00	•
Service of legal notices during Tenancy	£90.00	£108.00	
Renewal Agreements (including 12 monthly rent review)	£150.00	£180.00	
Rent Review (if carried out at a separate time from the renewal)	£50.00	£60.00	
Overseas landlords retention of tax (per quarter)	£41.66	£50.00	
Annual account summary for Income Tax	£50.00	£60.00	
Set of duplicate statements	£20.83	£25.00	
Court appearance if required (per hour)	£75.00	£90.00	
Additional property checks between tenancies (if required)	£40.00	£48.00	
Submitting paperwork to the TDS for a deposit dispute	£250.00	£300.00	
Statutory declaration fees	£50.00	£60.00	
Compiling Initial Inventory/ Occupied Check Out. Schedule Of Condition (1st let Only)	1 Bed	£83.33	£100.00
	2 Bed	£104.16	£125.00
	3 Bed	£125.00	£150.00
	4 Beds+	£145.83	£175.00

• Included in Full Management Service