

## 1. Fully Managed Service

### Fully Managed Service

### Fee

#### Set Up

Agree on the rental value and provide guidance on compliance with statutory provisions and letting consents. Advise on refurbishment requirements, non-resident tax status, and HMRC implications when relevant. Market the property and advertise it on relevant platforms, while erecting a board outside the property in accordance with the Town and Country Planning Act 1990, where feasible. Conduct accompanied viewings to identify suitable tenants and carry out tenant referencing along with Right to Rent checks, ensuring all necessary documentation is followed up appropriately. Prepare the legal documents required for a compliant tenancy, collect and remit the initial month's rent, and provide tenants with a method of payment, deducting any pre-tenancy invoices. Register the tenants' deposit with the Deposit Protection Scheme (DPS) and inform all relevant utility providers of any changes. An inventory and Checkout is included at no additional charge; however, for properties with four bedrooms or more, an additional fee of £25 will apply to both the inventory and checkout.

**£275**

#### Monthly Management Fee:

The Monthly Management Fee is a commission based on a percentage of the monthly rent. This fee encompasses the collection and remittance of rent, the deduction of commissions and other expenses, and the provision of monthly statements. Additionally, it covers the pursuit of any non-payment of rent and offers guidance on actions related to rent arrears. The fee includes biannual property inspections, with the landlord receiving a comprehensive report on the findings. Furthermore, it facilitates the arrangement of repairs, the safekeeping of keys during the tenancy, and the issuance of any necessary notices.

**Fee is 8%**  
(Monthly Basis)

#### Task Organization:

This fee encompasses the coordination of work and cost assessment with contractors. It ensures that all work is completed in accordance with the specifications outlined in the work order. Additionally, the fee covers the processing of payments and the retention of any warranties or guarantees associated with the completed work.

**Fee is 7.5%**

#### Supplemental Property Visits:

In instances where an additional visit is necessary due to your instructions, the condition of the property, or its occupancy, we will ensure to address these needs promptly.

**Fee is £25**

## Fully Managed Service

## Fee

### Tenancy Renewals:

Should both parties consent to the Tenant remaining for another term, this fee encompasses contract negotiations, modifications and updates to the terms, as well as the arrangement of a new tenancy agreement.

Fee is £25

### Rent Reviews / Increases:

We will conduct a rent review, and if this results in an increase, a rent review fee will apply for the drafting, handling, issuance, and storage of the Section 13 notice.

Fee is £25

### PAT, EICR, Smoke and Carbon Monoxide Alarms, Gas Safety Inspection:

When we arrange these services, the associated fee covers the coordination of access and the retention of the relevant certificates. Please note that this fee does not include the cost of the certificates themselves or any remedial work that may be necessary.

Fee is £25

### Energy performance Certificate (EPC)

To engage a Domestic Energy Assessor for the provision of an Energy Performance Certificate (EPC), this fee encompasses the cost of the certificate, the arrangement of access for the assessment, and the retention of the certificate.

Fee is £115

### Service Termination:

In the event that the Landlord withdraws prior to the commencement of the tenancy, after a suitable tenant has been identified, the holding fee has been paid, and the referencing process is either ongoing or completed, a fee of £200 will apply (No VAT applicable)  
If the Landlord withdraws after the tenancy has commenced, a fee of £500 will apply, along with a two-month notice period (No VAT applicable)

## 2. Rent Collection

### Rent Collection

### Fee

#### Set Up

Agree on the rental value and provide guidance on compliance with statutory provisions and letting consents. Advise on refurbishment requirements, non-resident tax status, and HMRC implications when relevant. Market the property and advertise it on relevant platforms, while erecting a board outside the property in accordance with the Town and Country Planning Act 1990, where feasible. Conduct accompanied viewings to identify suitable tenants and carry out tenant referencing along with Right to Rent checks, ensuring all necessary documentation is followed up appropriately. Prepare the legal documents required for a compliant tenancy, collect and remit the initial month's rent, and provide tenants with a method of payment, deducting any pre-tenancy invoices. Inform all relevant utility providers of any changes.

**Fee is £350**

#### Monthly Management Fee:

The Monthly Management Fee is a commission based on a percentage of the monthly rent. This fee encompasses the collection and remittance of rent, the deduction of commissions and other expenses, and the provision of monthly statements. Additionally, it covers the pursuit of any non-payment of rent and offers guidance on actions related to rent arrears.

**Fee is 6%  
(Monthly Basis)**

#### Tenant Deposit Compliance:

By law, all tenants' deposits must be registered with a government-authorised scheme. This fee covers the registration of both landlord and tenant details, securing the deposit, and ensuring compliance by issuing the Deposit Certificate and Prescribed Information to the tenant(s) within 30 days of the tenancy start date. We use the Deposit Protection Service (DPS) to safeguard deposits.

**Fee is £30**

#### Inventory / Checkout:

This fee is charged for either the creation of a detailed inventory report at the start of the tenancy or for the checkout inspection at the end of the tenancy. The inventory report documents the condition and contents of the property, while the checkout inspection assesses any changes or damages against the original inventory. Please note that if both services are required, a fee will apply for each one separately.

**Please refer to the  
bottom of this document  
for the costs  
associated with these services.**

## Rent Collection

## Fee

### Tenancy Renewals:

Should both parties consent to the Tenant remaining for another term, this fee encompasses contract negotiations, modifications and updates to the terms, as well as the arrangement of a new tenancy agreement.

**Fee is £30**

### Rent Reviews / Increases:

We will conduct a rent review, and if this results in an increase, a rent review fee will apply for the drafting, handling, issuance, and storage of the Section 13 notice.

**Fee is £30**

### PAT, EICR, Smoke and Carbon Monoxide Alarms, Gas Safety Inspection:

When we arrange these services, the associated fee covers the coordination of access and the retention of the relevant certificates. Please note that this fee does not include the cost of the certificates themselves or any remedial work that may be necessary.

**Fee is £30**

### Energy performance Certificate (EPC)

To engage a Domestic Energy Assessor for the provision of an Energy Performance Certificate (EPC), this fee encompasses the cost of the certificate, the arrangement of access for the assessment, and the retention of the certificate.

**Fee is £125**

### Deposit Dispute Resolution:

In the event of a disagreement regarding the return of a security deposit, our service provides assistance in navigating the dispute resolution process. This fee covers our support in handling the dispute, which may involve communication between the landlord and tenant, documentation review, and guidance on the appropriate steps to take.

**Fee is £75**

### Service Termination:

In the event that the Landlord withdraws prior to the commencement of the tenancy, after a suitable tenant has been identified, the holding fee has been paid, and the referencing process is either ongoing or completed, a fee of £250 will apply (No VAT applicable). If the Landlord withdraws after the tenancy has commenced, a fee of £500 will apply, along with a two-month notice period (No VAT applicable).



### 3. Tenant Find Services

#### Tenant Find Services

#### Fee

##### Set Up:

Agree on the rental value and provide guidance on compliance with statutory provisions and letting consents. Advise on refurbishment requirements, non-resident tax status, and HMRC implications when relevant. Market the property and advertise it on relevant platforms, while erecting a board outside the property in accordance with the Town and Country Planning Act 1990, where feasible. Conduct accompanied viewings to identify suitable tenants and carry out tenant referencing along with Right to Rent checks, ensuring all necessary documentation is followed up appropriately. Prepare the legal documents required for a compliant tenancy, collect and remit the initial month's rent, and provide tenants with a method of payment, deducting any pre-tenancy invoices. Inform all relevant utility providers of any changes.

**Fee is 75% of First Months  
Rent Subject to a  
Minimum of £400**

##### Inventory / Checkout:

When we arrange these services, the associated fee covers the coordination of access and the retention of the relevant certificates. Please note that this fee does not include the cost of the certificates themselves or any remedial work that may be necessary.

**Please refer to the  
bottom of this document  
for the costs associated  
with these services.**

## INVENTORY AND CHECKOUT

### Inventory

### Fees

#### Unfurnished Properties

Studio:  
1 Bedroom:  
2 Bedrooms:  
3 Bedrooms:  
4 Bedrooms:  
5 Bedrooms:

£60.00  
£60.00  
£75.00  
£100.00  
£125.00  
£150.00

#### Furnished Properties

Studio:  
1 Bedroom:  
2 Bedrooms:  
3 Bedrooms:  
4 Bedrooms:  
5 Bedrooms:

£75.00  
£75.00  
£95.00  
£125.00  
£150.00  
£185.00

## INVENTORY AND CHECKOUT

### Checkout

### Fees

#### Unfurnished Properties

Studio:  
1 Bedroom:  
2 Bedrooms:  
3 Bedrooms:  
4 Bedrooms:  
5 Bedrooms:

£60.00  
£60.00  
£75.00  
£100.00  
£125.00  
£150.00

#### Furnished Properties

Studio:  
1 Bedroom:  
2 Bedrooms:  
3 Bedrooms:  
4 Bedrooms:  
5 Bedrooms:

£75.00  
£75.00  
£95.00  
£125.00  
£150.00  
£185.00