







Rent Collection	Fee		
	inc VAT	VAT	ex VAT
<b>Set Up</b>			
<p>Agree the rental value. Provide guidance on compliance with statutory provisions and letting consents. Advise on refurbishment requirements. Advise on non-resident tax status and HMRC (if relevant). Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible). Market the property and advertise on relevant portals. Carry out accompanied viewings (as appropriate). Find tenants. Carry out Tenant referencing and Initial Right to Rent checks. Prepare legal documents for a compliant tenancy. Collect and remit initial month's rent. Provide tenants with method of payment. Deduct any pre-tenancy invoices. Advise all relevant utility providers of any changes.</p>	<p>Rents below £1000pcm £474.00</p> <p>Rents of £1,000pcm and above 60%</p> <p>of one month's rent</p>	<p>£79.00</p> <p>10%</p>	<p>£395.00</p> <p>50%</p>
example - rent of £1,100 per calendar month	£660	£110	£550
example - rent of £1,600 per calendar month	£960	£160	£800
example - rent of £2,000 per calendar month	£1,200	£200	£1,000
<b>Monthly Fee</b>			
<p>This is a monthly commission calculated as a percentage of the monthly rent, for collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears actions. It also includes the serving of any required notices.</p>	14.40%	2.40%	12%
<b>Security Deposit Registration</b>			
<p>All Tenants' deposits must be registered – by law – with a Government-authorized Scheme. This fee is for registering the Landlord and Tenant details and protecting the security deposit; then providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy. The scheme used by us is MyDeposits. Where ZDG is used, this will not be charged.</p>	£84.00	£14.00	£70.00
<b>Inventory</b>			
<p>It is important to have a thorough and detailed inventory which serves a number of vital functions, including providing a catalogue of the let property, an unbiased record of its condition and any items included in the tenancy. It forms part of the legally binding contract between the Tenant and the Landlord.</p> <p>We appoint independent specialists to prepare inventories and as such the cost of the inventory is dependent upon the provider available in the locality of the property at the time required. The cost of the inventory varies depending on the number of bedrooms the property has and if it is furnished/unfurnished.</p>	See separate sheet for varying costs		

	Rent Collection		
	Check Out	inc VAT	ex VAT
This fee covers agreeing with the tenant(s) a check out date, arranging an appointment for the inventory provider to attend.	£144.00	£24.00	£120.00
<b>Renewal</b>			
If both parties agree that the Tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement.	£144.00	£24.00	£120.00
<b>Rent Review</b>			
We shall review the rent and where this results in a rent increase, the rent review fee applies.	£30.00	£5.00	£25.00
<b>Change of Sharer</b>			
Where there is a change of a sharer within an existing tenancy and we assist with the administration relating to the change of sharer.	£360.00	£60.00	£300.00
<b>Gas Safety Inspection</b>			
We appoint a Gas Safe Engineer to do this and this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate.	£36.00	£6.00	£30.00
<b>Smoke / Carbon Monoxide Alarms</b>			
To arrange for an engineer to attend the property to check any smoke/carbon monoxide alarms present and / or to install any missing smoke / carbon monoxide alarm. This does not include the cost of the work by the engineer.	£36.00	£6.00	£30.00
Checking the alarms are present, in the correct location and work on the first day of tenancy. This is a push-button test to check the alarm sounds.	£60.00	£10.00	£50.00
<b>Electrical Installation Condition Report (EICR)</b>			
Where we arrange the EICR, this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate or any remedial work which may arise.	£36.00	£6.00	£30.00
<b>Portable Appliance Test (PAT)</b>			
Where we arrange the PAT, this fee covers arranging access and retaining the certificate. It does not include the cost of the certificate.	£36.00	£6.00	£30.00
<b>Energy performance Certificate (EPC)</b>			
To instruct a Domestic Energy Assessor to provide an Energy Performance Certificate. This fee covers the cost of the certificate, arranging access and retaining the certificate.	£132.00	£22.00	£110.00
<b>Submission of Non-Resident Landlords to HMRC</b>			
Quarterly Submission of Non-Resident Landlords to HMRC - this fee is charged to deduct tax from your net rental income and make returns to HMRC quarterly.	£30.00	£5.00	£25.00
Annual Submission of Non-Resident Landlord to HMRC - this fee is charged to remit and balance the financial return to HMRC, and respond to any specific query relating to the return from the Landlord or HMRC. An annual submission is also required.	£60.00	£10.00	£50.00

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Annual Submission of Non-Resident Landlord to HMRC - this fee is charged to remit and balance the financial return to HMRC, and respond to any specific query relating to the return from the Landlord or HMRC. An annual submission is also required.	£60.00	£10.00	£50.00
Deposit Dispute			
Where we have registered the deposit, following the check out, if any proposed deductions of the security deposit are disputed by the Tenant, this fee covers compiling the relevant documents to support the Landlord's position and submitting to the relevant Deposit Scheme.	£120.00	£20.00	£100.00
Court Attendance			
In the unfortunate event we might need to represent you in court – for example if a tenant requires eviction – these fees apply. Expenses include travel, accommodation and parking if applicable	£240.00	£40.00	£200.00
Withdrawal from Service			
If the Landlord withdraws before the tenancy has started.	£100.00	£16.67	£83.33
If the Landlord withdraws after the tenancy has started.	One Month's rent + VAT		
Zero Deposit Guarantee			
Where you have agreed the Tenant may purchase a ZDG (Zero Deposit Guarantee) in place of a Security Deposit, there will be a deposit processing fee. This will only be charged where ZDG is used.	£84.00	£14.00	£70.00
Water Bacteria Testing			
We will arrange for a specialist to carry out a Water Bacteria Test at the property. This fee covers the cost of the certificate, arranging access and retaining the certificate	£144.00	£24.00	£120.00
Follow up Right to Rent			
Where you have instructed us to carry out follow up Right to Rent checks where occupants have a time-limited Right to Rent	£60.00	£10.00	£50.00

Tenant Find Service	Fee		
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Minimum fee	£600.00	£100.00	£500.00
example - rent of £600 per calendar month	£720.00	£120.00	£600.00
example - rent of £800 per calendar month	£960.00	£160.00	£800.00
example - rent of £1000 per calendar month	£1,200.00	£200.00	£1,000.00
<b>Inventory</b>			
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<b>Unfurnished Properties</b>			
Studio	£144.00	£24.00	£120.00
1 bedroom	£156.00	£26.00	£130.00
2 bedrooms	£180.00	£30.00	£150.00
3 bedrooms	£252.00	£42.00	£210.00
4 bedrooms	£288.00	£48.00	£240.00
5+ bedrooms	£360.00	£60.00	£300.00

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<b>Furnished Properties</b>			
Studio	£156.00	£26.00	£130.00
1 bedroom	£168.00	£28.00	£140.00
2 bedrooms	£228.00	£38.00	£190.00
3 bedrooms	£264.00	£44.00	£220.00
4 bedrooms	£300.00	£50.00	£250.00
5+ bedrooms	£384.00	£64.00	£320.00