

Landlords' Guide to Services and Fees

Description of Fees	Net (exclusive VAT)	Gross (inclusive VAT)
Letting Only	10% of monthly rent	12% of monthly rent
Letting and Rent Collection Service	12.5% of monthly rent	15% of monthly rent
Full Management	15% of monthly rent	18% of monthly rent
Property Management Only	7.5% of monthly rent	9% of monthly rent
Vacant Property Management service (supervision of and property visits to unoccupied properties)	£200 per month	£240 per month
Tenancy Deposit Service (Annually)	£40	£48
Tenancy Agreement (drafting and execution of document if supplied by us)	£180	£216
Tenancy Extension/Renewal Service fee (drafting and execution of document if supplied by us)	£150	£180
Prepare quarterly tax returns	£125	£150
Additional Financial Reporting	£15	£18
Attending Legal Proceedings (Per Hour plus travel)	£200	£240
Organising non routine maintenance/Decoration	10% of net invoice	12% of net invoice
Service of Notices	£30	£36
Referencing (per Tenant/Guarantor) to include Right to Rent checks	£75	£90
Submitting Deposit/Dispute Claim	£50	£60
Inventory Preparation	At cost	At cost
Inventory Check In	At cost	At cost
Inventory Check Out	At cost	At cost
Arranging Keys (Replacement keys and/or additional copies)	£40	£48
Energy Performance Certificate fee	£85	£102
Gas Safety Check	Subject to quotation	
Electrical Inspection Condition Report	Subject to quotation	
Legionella Risk Assessment fee	Subject to quotation	

