

Level of service offered

Individual items	Let only: 10% of rent (inc VAT)	Fully managed: 12% of rent (inc VAT)
includes	includes	includes
Property visit and report: £90	Collect initial month's rent received	Collect and remit the monthly rent received
Rent review: £90	Agree collection of any shortfall and payment method	Pursue non-payment of rent and provide advice on rent arrears actions
Renewal of AST: £120	Provide tenant with method of payment	Deduct commission and other works
Registration of deposit with TDS including issuing of certificate: £66	Deduct any pre-tenancy invoices	Advise all relevant utility providers of changes
	Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	Undertake two inspection visits per annum and notify landlord of the outcome
		Arrange routine repairs and instruct approved contractors
		Hold keys throughout the tenancy term (if provided by landlord)

Fee (landlord's share): £295 (inc VAT)

- Agree the market rent and find a tenant in accordance with the landlord guidelines
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)
- Inventory fee (landlord's share) - see attached schedule
- Dependent on the number of bedrooms and/or size of the property and outbuildings

Client money protection (cmp) provided by: RICS

independent redress provided by: os:P

Additional non-optional fees and charges (irrespective of service level)

Deposit registration fee <ul style="list-style-type: none"> Register landlord and tenant details and protect the security deposit with a Government-authorised scheme Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy 	£66 (inc VAT)
Additional property visits To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance linked visit	Fee based on charge per hour - see fee schedule
Arrangement fee for works over £750 <ul style="list-style-type: none"> Arranging access and assessing costs with contractor; Ensuring work has been carried out in accordance with the specification of works Retaining any warranty or guarantee as a result of any works 	10% of net cost
Arrangement fee for refurbishments over £750 <ul style="list-style-type: none"> Arranging access and assessing costs with contractor; Ensuring work has been carried out in accordance with the specification of works Retaining any warranty or guarantee as a result of any works 	10% of net cost
Obtaining more than two contractors' quotes	£18 (inc VAT) per quote
Rent review fee <ul style="list-style-type: none"> Review rent in accordance with current prevailing market condition and advise the landlord Negotiate with tenant Direct tenant to make payment change as appropriate Serve Section 13 Notice if tenancy is on a rolling monthly basis 	£90 (inc VAT)
Renewal fee (landlord's share) <ul style="list-style-type: none"> Contract negotiation, amending and updating terms and arranging a further tenancy and agreement 	£120 (inc VAT)

All fees are subject to a signed terms of business agreement

Fee schedule available on request

If you have any questions on our fees, please ask a member of staff