



Service	Explanation	Without Vat	With Vat
Find Tenant Only	Consists of advising the landlord of the realistic, achievable market rental of the property, as well as, advising the landlord of their contractual obligations. Advertising and generally marketing the property and carrying out viewings of the property thereafter. Interviewing prospective tenants and undertaking full referencing checks of the successful candidates. Preparing a tenancy agreement, alongside a detailed inventory. Carry out the move-in with the tenant, at the start of the tenancy, and handling the deposit, then passing it onto the landlord to protect (can be protected by CPS at a charge). Collecting the first month's rent and forwarding it onto the landlord after the agency fees are deducted. Informing all relevant service companies about the change of tenant and providing them with the meter readings.	1 Month's Rent (min £500)	1 Month's Rent + 20% (min £600)
Full Management	Includes all the above, as well as, collecting the rent monthly and paying to the landlord (less agreed agency fees, and any expenses incurred over the month). Handling the deposit and putting it in our custodial scheme free of charge (DPS) on the landlord's behalf. Regular property inspections, typically every 3 months, with a full inspection report for the landlord. Organise repairs and supervise and inspect the works. Carry out full property check and create final inventory at the end of each tenancy. Forwarding landlord's mail and maintaining of the Gas and Electrical safety records in accordance with current legislation.	From 10%	From 12%
Renewal Fees (Landlord)	The cost to renew a tenancy after the original agreement has expired.	½ Month's Rent	½ Month's Rent + 20%
Deposit Registration Fee	For finding tenant only clients, registering the deposit of a new tenant at the start of the tenancy in our custodial scheme (Deposit Protection Scheme: DPS).	£100	£120
Property Inventory	Creating a full detailed document, complete with pictures and full descriptions, pre-tenancy, or post-tenancy.	£150	£180
Additional Property Visit/Inspection	Attending the property at the request of the landlord, when a visit isn't due or scheduled.	£100	£120
Arrangement Fee of Remedial Works	Arranging and supervising remedial works required at a property.	10% (min £60)	12% (min £72)

Replacement of Tenancy Agreement	Replacing a lost or damaged tenancy agreement to the tenant or landlord.	£60	£72
Roll Over Tenancy Agreement	Rolling the tenancy agreement over onto a rolling periodic where the tenant only needs to give 1 month notice, and there are no renewals.	£200	£240
Duplicate Statements	Replacing a lost or damaged financial statement to the landlord.	£10	£12
EPC and Floor Plan	Organising an Energy Performance Certificate complete with an accurate Floor Plan of the property. (A valid EPC is required by law to let a property and is valid for 10 years).	£125	£150
Electrical Certificate	Organising and obtaining a valid Electrical Certificate. (A valid EICR is required by law to let a property and is valid for 5 years).	£170	£204
Gas Certificate	Organising and obtaining a valid Gas Certificate. (A valid Gas Certificate is required by law to let a property and is valid for 1 year).	£100	£120
Gas Certificate and Service	Organising and obtaining a valid Gas Certificate as well as a full service.	£170	£204
Floor Plan	A detailed and accurately measured floor plan, which will be fully drawn up, downloaded as a capture, and uploaded with the property marketing.	£70	£84
Installing a Carbon Monoxide and Smoke Detector	Installing a working carbon monoxide alarm by any live gas appliances, and a working smoke alarm on every floor of the property. (Alarms are required by law to let a property under Health and Safety Regulations).	£125	£150
Installing a Smoke Detector	Installing a working smoke alarm on every floor of the property. (Alarms are required by law to let a property under Health and Safety Regulations).	£100	£120
Dealing with Solicitors and Eviction	Liaising with solicitors via telephone call and sending over any relevant documents to help with the eviction case.	£250	£300
Accommodation Report	Gathering precise measurements of the property, and formally writing to the British Embassy on behalf of the individual looking to relocate to the UK.	£250	£300
Solicitor Statutory Demand for Deposit	Obtaining a statutory demand to reclaim the deposit at the end of a tenancy and getting a solicitor to sign it off.	£125	£150
Arrange Gas and Electric Suppliers Keys/Cards	Getting new keys or cards for the gas/electric before the new tenants move in, if the bills are not quarterly	£125	£150
Section 8 Notice	A hand delivered, formal, written notice, served if the tenant is in breach of their contract, in more than 2 months arrears, or is persistently late with their payments. This notice gives the tenant as little as 2 weeks to vacate.	£250	£300
Section 21 Notice	A hand delivered, formal, written notice, served if the landlord is seeking possession to move in themselves, if the landlord is looking to sell, or if the		

	current tenancy has no fixed end term date. This notice gives the tenant a minimum of 2 months to vacate the property.	£200	£240
Section 13 Notice	A hand delivered, formal, written notice, served to tenants on a rolling periodic tenancy, giving them notice of a rent increase.	£150	£180
Prepare a Tenancy Agreement	Write a detailed and specific tenancy agreement between the new tenant and landlord. Including all relevant information and documented as a legally binding contract.	£275	£330
Emergency Call Out Fee (Out of Hours)	When a member of staff is called out to a property to investigate an urgent problem out of office hours.	£150	£180
Prepare a Schedule of Dilapidations	A full report that documents any remedial works that are required to the property, which is sent to the landlord, the DPS if a deposit needs to be obtained, and any contractors who need to conduct the works.	£200	£240
Right to Rent Check	Part of the referencing conducted, which allows us to see if the prospective tenant has the right to rent in the UK.	£30	£36
Additional Letter to Tenant	Sending an additional letter to the tenant, at the request of the landlord, when a letter isn't specifically required under the management service, or when the management service isn't being used.	£75	£90
Landlords Rent and Legal Guarantee	Landlords Renat and Legal cover, which covers landlords against any missed rent payments, and any fees associated with legal costs if an eviction is to occur. If purchased through CPS, we deal with any claims or incidents on the landlord's behalf. This is obtained through our 3 rd party partner.	£300	£360

