

# Landlord Schedule of Services

Let Only	Managed
<i>Fee collected in advance</i>	<i>Fee collected monthly</i>
Standard Fees - Minimum fee £1,000	1 Months Rent + Vat (120% inc Vat)
Administration Charge - Initial Fixed Term AST <i>(to include all tenant and guarantor)</i>	£480
Administration Charge - Tenancy Renewals/Rent Review/Addendums	£500
Individual Reference Checks <i>(should you not wish for us to provide a Tenancy Agreement)</i>	£150 per
Inventory and Schedule of Condition/ Check In	See Separate
Arrange Check Out	See Separate
Notify Utility Suppliers	£25
Deposit administration DPS Custodial Scheme (Per Security Deposit)	£150
Rent Arrears Management	£250
Non-Resident Landlords Monthly Tax Administration Fee	£50
Income and expenditure Report, Per Report	£100
Section 21 Delivered by Hand and Completed Statutory Declaration	£200
Negotiate Deposit Release	£250
Preparation of Documents in the Case of Deposit Dispute Claim	£200
Preparation of Document for your Solicitor/Court Attendance	£500
Rental Warranty and Legal Protection	£400
Termination of Sole Agency for Photos, Floorplan and Marketing Costs	£300
Aborted Fee, once a tenant has been found and the landlord withdraws after referencing	£500
Sale of Property Where Instructed <i>(Based on Sale Agreed Price)</i>	1.50%
Vacant Property Visits <i>(Per Visit and Subject to Written Agreement)</i>	£100
Maintenance	25% of total price
Additional Property Visits	£50
Waiting at Properties - For Contractors	£60 per hour
Instruct/Obtain Quotes Per Contractor	£100
Manage Major Works to manage over £500	15% of Cost
Manage Insurance Claims <i>(Not Processing Claim)</i>	£250
Annual Gas Safety Record	£60 + Cost
Electrical Appliance <i>(PAT)</i> Test	£60 +Cost
Electrical Inspection Condition Report	£150 +Cost
Early Termination of Management Service With A Sitting Tenant	£1800
Energy Performance Certificate	£108
Legionella Risk Assessment	£60 +Cost
Key Cutting up to a total of 3 keys	£25
Title Deeds check with Land Registry	£15

All figures are inclusive of VAT at the current rate