



ITEM NAME	DESCRIPTION	Price (inc VAT)
<b>Management Services</b>		
001. Full Management	Monthly Management fee at 10% (excluding VAT) of the monthly rental income	
002. Part Management	Monthly Part Management fee at 7% (excluding VAT) of the monthly rental income	
003. Initial Setup	Tenancy arrangements including property marketing, viewings, tenancy agreement, check-in and deposit handling for your property.	£250
<b>Let Only Services</b>		
004. Let Only	Letting only service including marketing, accompanied viewings, deposit registration, check-in and tenancy agreement for your property	£600
<b>HMO Services</b>		
005. HMO Full Management	Monthly Management fee at 10% (excluding VAT) of the monthly rental income	
006. HMO Part Management	Monthly Part Management fee at 7% (excluding VAT) of the monthly rental income	
<b>Additional services outside the scope of the management services above (also available as individual services to self-managing landlords)</b>		
007. Tenancy Renewal	Tenancy renewal of your rental property	£60
008. Property Advertising	Listing and advertising service. We will list the property on the Zoopla, Primelocation and OnTheMarket portals. We will receive enquiries and forward prospective tenant's details for the landlord to then conduct viewings, tenant selection and tenancy setup (or these services are available separately)	£60
009. Property Inspection	For our non-managed properties, and at the Landlord's request, a visual property inspection, report and follow up advice on any tenancy issues, obvious maintenance reports and can also be used to build goodwill and rapport with your tenants. This is not a building or maintenance report.	£95
010. Rent Collection	Rent collection only. 3% (excluding VAT) of the monthly rental income	
011. Check in service	Carry out a tenancy check-in service at your property	£95
012. Check out service	Carry out a tenancy check-out service at your property	£95
013. Serve Notice	To serve notice to your tenant in accordance with the Landlords instructions and using correct and current procedures and practice	£95
014. Tenancy agreement	Provide Assured Shorthold Tenancy (AST) agreement in accordance with the Housing Acts.	£120
015. Tenancy Amendment	To amend terms of an existing tenancy agreement previously issued by us.	£60
016. NRM Fee	Non routine maintenance fee. Maintenance deemed to be outside the scope of normal routine maintenance (or for services in a non-managed property) and attracts a 15% (+VAT) management fee. Please see our information sheet "Routine and Non-Routine Maintenance" for more details.	
017. Mail forwarding	Redirection and forwarding of mail found at your rental property, including postage and administrative time.	£24
018. Keys cutting fee	Key cutting fee - attendance to local key supplier for key cutting plus cost of each key.	£24
019. Inventory (1 bed)	Inventory for: Unfurnished, 1 bedroom property	£110
020. Inventory (2 bed)	Inventory for: Unfurnished, 2 bedroom	£130

021. Inventory (3 bed)	Inventory for: Unfurnished, 3 bedroom	£150
022. Inventory (4 bed)	Inventory for: Unfurnished, 4 bedroom	£170
023. Inventory video	Video inventory for your property	£100

