

Description	Fee excluding VAT	Fee including VAT
Rent Collection fee	7%	8.4%
Management fee	5% subject to a minimum fee of £500 plus vat	6% subject to a minimum fee of £600
Landlord share - Tenancy fee inclusive of preparing the contract, amending, negotiation and arranging tenancy.	£110.00	£132.00
TDS charge to register deposit and at renewal	£9.25	£11.10
EPC (energy performance certificate)	£80.00	£96.00
Landlords share - Extension and renewal (paid at renewal) – preparing, negotiation and including extension tenancy agreement	£55.00	£66.00
Gas Safety certificates	£85.00	£102.00
Electrical certificates from	£184.00	£220.80
PAT	£70.00	£84.00
Cleaning of property	Depending on size and condition	Depending on size and condition
Works over £250	10% of the net invoice	12% of the net invoice
Consultancy on request, plus travel and other reasonable expenses and costs. See additional services, page 10. This service is included within our management service	£25.00 per hour	£30.00 per hour
Same day bank transfer	£20.00	£24.00
Same day bank transfer overseas	£30.00	£36.00
Sale of property – based on sale price agreed	0.75%	0.95%

Checking and making any alterations requested by your solicitor to our standard Tenancy Agreement	£50.00 per hour or part of an hour	£60.00 per hour or part of an hour
Preparation of documentation for County Court proceedings or TDS adjudication	£125.00 plus our reasonable costs and expenses	£150.00 plus our reasonable costs and expenses
Attendance at court or any tribunal on your behalf	£200.00 per day plus our reasonable costs and expenses.	£240.00
Caretaking service	£25.00 for one visit each week during office hours	£30.00
HMRC non resident landlord each quarter for tax retention and completion of the documentation.	£40.00	£48.00
Duplicate statements to you or your accountant	£10.00 per statement or £50.00 for tax year	£12.00 per statement or £60.00 for tax year
Administration charge on arranging checks and installation see page 10 additional services clause. This is included within our management service	10% of the net invoice	12% of the net invoice
Administration fee on Instructing contractors during a void period or if we are not managing the Premises.	10% of the net invoice	12% of the net invoice
Supervise the partial or total refurbishment of the Premises	10% of the net invoice	12% of the net invoice
photocopying	£0.25 per sheet	£0.30 per sheet