SCHEDULE OF FEES AND SERVICES



VALUATION (10%+VAT) (14%+VAT) Appraise the property ✓ ✓ Conduct market research ✓ ✓ Provide up to date rental valuation ✓ ✓ MARKETING Prepare bespoke property pack (to include professionally edited photography) ✓ ✓ Provide multi channel marketing (including portals Rightmove & Zoopla) ✓ ✓ Arrange and host viewings ✓ ✓ Provide regular marketing feedback ✓ ✓ Secure suitable tenant and negotiate rental terms ✓ ✓ PRE-TENANCY SETUP V ✓ Conduct Right to Rent check, affordability assessment, employment and landlord references ✓ ✓ Conduct Right to Rent check to Rent check to Rent check to Conduct generate ✓ ✓ Prepare tenancy agreement ✓ ✓ Complete docusign process ✓ ✓ Arrange support services (to include cleaning, inventory and rent guarantee) ✓ ✓ Arrange compliance certificates (to include gas safety, electrical installation and EPC) ✓ ✓ Request a st
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Provide rent arrears service and advice MANAGEMENT Register tenancy deposit - ✓
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Register tenancy deposit - ✓
Appoint a dedicated property manager - ✓
Establish and maintain ongoing communication with tenant -
Organise ongoing maintenance and repairs with panel of reputable contractors -
Organise property inspections and reports - ✓
Provide 24/7 emergency service - ✓
Provide annual rental revaluation (if required) - ✓
Negotiate and secure tenancy renewal, or remarket - ✓
Arrange cleaning and checkout service (as required) - ✓
Arrange outgoings to include service charge, ground rent and standing charges (upon request) - ✓
Serve legal notices - ✓
Provide deposit deduction support - ✓





DEPOSIT AND ADMINISTRATION FEES

Tenancy set up fee:	£420.00 inc. VAT	
Renewal administration fee:	£180.00 inc. VAT	
Deposit protection:	£80.00 inc. VAT	
Deposit deduction advice:	£120.00 inc. VAT	Included in Management service

INVENTORY AND CHECK OUT COSTS

Property Size	Inventory Cost	Check Out Cost
Studio	£200.00 inc. VAT	£150.00 inc. VAT
1 Bedroom	£220.00 inc. VAT	£170.00 inc. VAT
2 Bedroom	£240.00 inc. VAT	£190.00 inc. VAT
3 Bedroom	£260.00 inc. VAT	£210.00 inc. VAT
4 Bedroom	£280.00 inc. VAT	£230.00 inc. VAT

Tenancy Documents

EPC energy performance certificate)	£144.00 inc. VAT
Electrical Safety Inspection	£240.00 inc. VAT
Gas Safety Inspection	£144.00 inc. VAT
Six Monthly Inspections	£144.00 inc. VAT

TENANT COSTS

Lost key or fob replacement	Variable dependent on the complexity of device/lock (only exact costs of replacement will be passed on)
Late payment of rent (14 days after rent due date)	£25.00 inc. VAT
Change of sharer or occupant fee	£50.00 inc. VAT
Early termination Fee	Any loss incurred by the landlord will be payable