

Description of Fee	Excluding VAT	Including VAT
Comprehensive Management Service Fee	15%	18%
Letting Only Service Fee	10%	12%
Letting and Rent Collection Fee	12%	14.4%
Management Only Service Fee Subject to the tenancy set up fee of £200 (£240 Inc VAT)	5%	6%
Short Let Service Fee Subject to a minimum fee of one weeks	20%	24%
Tenancy Set Up Fee	£200	£240
Tenancy Renewal Administration Fee	£120	£144
Tenancy Deposit Service Fee	£30	£36
Arranging Gas Safety Certificate	£125	£150
Arranging Energy Performance Certificate	£125	£150
Arranging Electrical Installation Condition Report	£208.33	£250
Property Management Inspections	£75	£90
Issue Notice of Seeking Possession	£100	£120
Issue of Rent Increase Notice	£100	£120
Preparing inventory/schedule of Condition	TBC	TBC
Key Service Fee Arranging new remotes/fobs & additional Keys	£50	£60
Hourly Rate of Other work	£100	£120
Vacant property Supervision Service	5%	6%
Change of Sharer: Deed of Assignment Where a Deed of Assignment is not suitable the Tenancy Agreement Setup fee will apply £200 (£240 Inc VAT)	£100	£120
Breach of Sole Agency & Withdrawal from Proposed Tenancy	Half of one month's rent (Plus VAT)	
Early Termination: Deed of Surrender	£100	£120
Formulating Deposit Adjudication Claim - Comprehensive Management Service	£250	£300
Deposit Transfer fee to new deposit Protection Scheme	£50	£60
Bank Transfer – Same day, UK accounts The charge for a same day transfer to overseas accounts will be £30 (£36 Inc VAT)	£20	£24
Annual HMRC Return for withheld tax	£200	£240
Year End Statement	£100	£120
Sale of Property Based on sale price agreed. See your Terms and conditions for more detail	1.5%	1.8%

*PLEASE NOTE: Fees are expressed as a percentage of the agreed rent for the entire period of the tenancy. Fees for our Standard and Short Let services are payable in advance at the start of the tenancy based on the agreed term. For our Comprehensive Management Service, 18% (Inc. VAT) is payable in advance based on the agreed term with the remaining 6% (Inc. VAT) payable in accordance with the frequency with which Rent is due and on the total rent payable under the terms of the tenancy. Fees are also payable at the same percentage on any renewals, extensions, or periods of holding over. Please refer to our Terms and conditions for further information.