

Landlord Fee Schedule	Letting Only Set up costs as per the fee schedule below	Rent Collection Set up costs as per the fee schedule below + 6% of the monthly rent plus VAT (7.2% including VAT) p.c.m.	Full Management Set up costs as per the fee schedule below + 10% of the monthly rent plus VAT (12% including VAT) p.c.m.
Initial market appraisal of the property	✓	✓	✓
Full marketing details & full market coverage on the leading property portals	✓	✓	✓
Staff accompanied viewings	✓	✓	✓
Negotiate the terms of the tenancy between parties	✓	✓	✓
Obtain reference report and credit search for each adult applicant	✓	✓	✓
Right to Rent Check	✓	✓	✓
Preparation and completion of the Tenancy Agreement and associated documentation	✓	✓	✓
Schedule of Condition Inventory	✓	✓	✓
Collection of the first month's rent and a security deposit	✓	✓	✓
Registration and Protection of the Deposit with The TDS and issue prescribed information	✓	✓	✓
Day 1 smoke and carbon monoxide detector testing	✓	✓	✓
Collect rent from the tenant and issue rent statement to the landlord		✓	✓
Assist with tax exemption certificate and completion of returns (if the landlord is overseas)		✓	✓
Negotiate renewal of the tenancy and negotiate rent reviews/increases		✓	✓
Rent protection and legal cover (Service is included for the 1 st six months and is then subject to an additional monthly fee of £24.00 including VAT up to £1,000.00 p.c.m. Rents over £1,000.00 are subject to quotation)		✓	✓
Regular routine property checks			✓
Arrange maintenance works and estimates as required			✓
Named Point of contact throughout the Tenancy			✓
Update landlord of changes to legislation			✓
Serve prescribed s21 notice at the end of the tenancy (if required)			✓
Undertake the move out check and negotiate deductions from the deposit (if required) at the end of the tenancy			✓
Deal with deposit disputes and applications to the TDS			✓

Initial Set Up Fees	NET	VAT	TOTAL	2 nd or subsequent tenant	NET	VAT	TOTAL
Up to £600.00 p.c.m.	1 st months rent including VAT			£400.00	£400.00	£80.00	£480.00
£600.00 - £999.00 p.c.m	£500.00	£100.00	£600.00	£400.00	£400.00	£80.00	£480.00
£1000.00 - £1499.00 p.c.m.	£800.00	£160.00	£960.00	£600.00	£600.00	£120.00	£720.00
£1500.00 - £1999.00 p.c.m.	£1000.00	£200.00	£1200.00	£800.00	£800.00	£160.00	£960.00
£2000.00 +	£1500.00	£300.00	£1800.00	£1000.00	£1000.00	£200.00	£1200.00

- Services not detailed in this schedule are by separate negotiation