

INITIAL CHARGES	Without VAT	Including VAT
Energy Performance Certificate (EPC) Administration Fee	£100.00	£120.00
Tenancy agreement preparation charge	inc	inc
Supervision of an agreement presented by a third-party to the landlord	£325.00	£390.00
Addenda or amendments to tenancy agreement	£20.00	£24.00
Deed of guarantee, named occupant or special clauses	£25.00	£30.00
Applicant / Guarantor referencing charge	£50.00	£60.00
Preparation of inventory	£120 to £600 (depending on size & location)	
Inventory check - at the beginning or end of the tenancy (landlord's share)	£120 to £400 (depending on size & location)	
DEPOSIT	Without VAT	Including VAT
Administration charge to protect a deposit with a Deposit Protection Scheme	£40.00	£48.00
To process a claim with a deposit protection scheme where we do not provide Full Management	£200.00	£240.00
EXTENSIONS	Without VAT	Including VAT
Extend fixed term tenancy agreement preparation charge, non-managed	£150.00	£180.00
Extend fixed term tenancy agreement preparation charge, managed	£75.00	£90.00
GENERAL	Without VAT	Including VAT
Withdrawal by Landlord	£0.00	One week of rent as marketed
Annual statement of income and expenditure	£100.00	£120.00
Tax administration for non-UK residents with no HMRC approval	£100.00 per quarter	£120.00 per quarter
Annual tax administration charge for non-UK resident with HMRC approval	£40.00	£48.00
Copy statements & supporting documents - per request	£25.00	£30.00
Additional and Vacant property visits, price per visit	£70.00	£84.00
Repairs (fully management only).	10.00%	12.00%
To check works	£70.00	£84.00
Court attendances - per day or part thereof	£300.00	£360.00
Service of Section 13 Notice (rent increase notice for a statutory periodic assured shorthold tenancy)	£70.00	£84.00
Service of Section 21 Notice or Notice to Quit (not with Full Management)	£150.00	£180.00
Information & Assistance for Let Only/Rent Collect Properties	£120.00	£144.00
Arrange fee for compliance checks	£50.00	£60.00
Cost of Gas Safety Check	£100.00	£120.00
Cost of EPC Certificate	£100.00	£120.00
Electrical PAT Test	From £60.00 to £100.00	Number of appliances
EICR Report	From £200.00 to £700.00	Size & location
Legionella Check	£100.00	£120.00
Transaction Charge (per year, charged quarterly)	£20.00	£24.00
Out of Hours urgent maintenance cover for Managed properties only	Included	Included
Early Termination or Transfer of management administration charge	£150.00	£180.00
House sitting	£70.00 for the first hour, £35.00 per hour thereafter	£84.00 for the first hour, £42.00 per hour thereafter

\* VAT rates subject to change