

## Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	10.80%	9%
Tenancy set up From	£234.00	£195
Credit references (per applicant and per guarantor)	£48.00	£40
Deposit registration (per Security Deposit)	£0.00	£0
Gas safety check	£90.00	£75
Energy Performance certification	£96.00	£80
Electrical Installation Condition Report and Portable Appliance Test From	£150.00	£125
Tenancy renewal	£78.00	£65
Rent review	£36.00	£30
<b>Move-In &amp; Check-Out Inventory preparation per report:</b>		
Studio/1 bed* From	£114.00	£95
2 bed*	£126.00	£105
3 bed*	£138.00	£115
4 bed*	£150.00	£125
Additional requested property visits (per visit)	£24.00	£20
Annual statement of income and expenditure for HMRC purposes (per tax year)	£36.00	£30
Non-UK residents accounting to HMRC (per tax year)	£30.00	£25
<b>Hourly rate for work not included in your service level (non-exhaustive list below):</b>		
Preparation of documents for dispute adjudication or court proceedings	£120.00	£100
Attendance at court	£120.00	£100
Early termination of management service with a sitting tenant (fixed fee or percentage of one month's rent)	0.90%	0.75%
Administration fee for withdrawing from an offer of a tenancy	£90.00	£75
Provision of duplicate documents or statements	£18.00	£15
Cutting of keys (per key) From	£18.00	£15
Service of statutory notices to recover possession (per notice)	£90.00	£75

