Fees	Without VAT	Including VAT (at current VAT rate)
Full Management & Renewal Example: Rent £1000 pcm x 18% inc VAT= £180 inv VAT	15% of rent payable	18% of rent payable
Rent Administration & Renewal Example: Rent £1000 pcm x 15% inc VAT= £150 inc VAT	12.5% of rent payable	15% of rent payable
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
Deed of Surrender and Assignment charges	£150.00	£180.00
Applicant/ Guarantor referencing charge	£50.00	£60.00
Preparation of inventory	£120.00 to £600.00 (depending on size location)	
Inventory check - at the beginning or end of tenancy (landlord's share)	£100.00 to £400.00 (depending on size and 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 on your behalf 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		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 (each month's statement, or part thereof) - per request	£25.00	£30.00
Additional and Vacant property visits, price per visit	£70.00	£84.00
Repairs (full management only). When the net cost of works exceeds £1000.00 + VAT-based on the total net invoice of works	10%	12%
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 Cost of Gas Safety Check Cost of EPC Certificate Electrical PAT Test EICR Report Legionella Check	£50.00 £100.00 £100.00 From £60.00 to £100.00 From £200.00 to £700.00 £100.00	£60.00 £120.00 £120.00 Depending on number of appliances Depending on size and location £120.00
Transaction Charge (per year, charged quarterly)	£20.00	£24.00
Out of Hours urgent maintenance cover for Managed properties only	£24.00	£28.80
Early Termination or Transfer of management administration charge	£150.00	£180.00
House sitting	£70.00 for the first hour £35 thereafter per hour	£84.00 for the first hour £42.00 thereafter per hour