

HMO/COMPANY LET AGREEMENT	26.4% of the rent (22% + vat)
FULLY MANAGED SERVICE	21.6% of the rent (18% + vat)
RENT COLLECTION SERVICE	18% of the rent (15% + vat)
INTRODUCTION SERVICE	14.4% of rent (12% + vat)
ADMINISTRATION FEE (RESIDENTIAL)	1.8 weeks rent (min. £360 incl vat including referencing and tenancy agreement)
ADMINISTRATION FEE (COMPANY)	£795 + vat setup costs including referencing and tenancy agreement
DEPOSIT REGISTRATION	£130.00
INVOICE HANDLING	£40.00 (per contractor/utility invoice/extras)
NOTICES	£150.00 per notice
LEGIONELLA RISK ASSESSMENT	£250.00
ENERGY PERFORMANCE CERTIFICATE	Starting from £150.00
DUPLICATE CERTIFICATE	£30.00 (Per request)
TENANCY RENEWAL FEE	£180.00 including vat
PROFESSIONAL HOURLY RATE	£75.00
VOID PROPERTY INSPECTIONS	£75.00
OVERSEEING MAJOR WORKS	Ranging 0-30% (of total works cost)
ARRANGING PROPERTY REPAIRS	Ranging 0-30% (of total works cost)
INTEREST ON DEBIT BALANCE	5%
SALE OF A PROPERTY TO A TENANT	1.5% + vat
INVENTORY CHECK-IN/CHECKOUT	Starting from £150.00 (carried out by third party)
TENANT FEES	Arrears fees of up to 3% above the BoE interest rate / Reasonable costs for lost keys or ending tenancy early/£50 per tenancy change or more if evidenced
GAS CERTIFICATE	Starting from £105.00
ELECTRICAL INSTALLATION CONDITION REPORT	£195.00 - an additional £195.00 may be charged for a revisit should any remedial works be carried out by an alternative company.