

**Please enquire about Multi-Property discounts**

Rental Amount pcm	Up to £675	£676 - £800	£801 - £1200	£1,200+
<b>Maximum Full Management Fee (including VAT)</b>	<b>18% (15% + VAT)</b>	<b>16.8% (14% + VAT)</b>	<b>15.6% (13% + VAT)</b>	<b>14.4% (12% + VAT)</b>
<b>‘Fully Managed Plus’ Fee (Including VAT)</b> Payable in addition to the Fully Managed Service fees	<b>£25</b>	<b>£25</b>	<b>£30</b>	<b>£30</b>

**Included Services**

Undertaking comprehensive, independent referencing of all potential tenants (Enhanced referencing for Fully Managed Plus Service)	<b>Included at no extra cost</b>
Drafting of comprehensive tenancy agreement	<b>Included at no extra cost</b>
Comprehensive inventory prepared by an independent inventory clerk	<b>Included at no extra cost</b>
Collecting and registering the Damage Deposit with the DPS or TDS	<b>Included at no extra cost</b>
Arranging pre-tenancy works (cleaning, gas safety certificates and energy performance certificates)	<b>Included at no extra cost</b>
Notifying utility companies and the Council of any change of tenants	<b>Included at no extra cost</b>
ARLA approved legal advice helpline available	<b>Included at no extra cost</b>
Serving of Possession (Section 21) and Rental Increase Notices	<b>Included at no extra cost</b>
Complying with NRL & HMRC requirements	<b>Included at no extra cost</b>
Dedicated Property/Maintenance Manager	<b>Included at no extra cost</b>
Providing tenants with an ‘out of hours’ help line	<b>Included at no extra cost</b>
Producing an annual tax statement of income and expenditure	<b>Included at no extra cost</b>
Collecting rent and promptly transferring it by BACS upon receipt	<b>Included at no extra cost</b>
Dedicated accounts person to chase/manage arrears	<b>Included at no extra cost</b>
Conducting Management Inspections and reporting back	<b>Included at no extra cost</b>
Detailed End of tenancy inspection	<b>Included at no extra cost</b>
Negotiating with the tenants regarding the return of the Damage Deposit & processing deposit disputes	<b>Included at no extra cost</b>
Attending Court	<b>Included at no extra cost</b>

**Other Potential Fees**

<b>EPC – Energy Performance Certificate</b>	£96 including VAT
<b>Gas Safety inspection</b>	£78 including VAT
<b>Legionnaires Inspection</b>	£78 including VAT
<b>Withdrawal Fee (Pre Tenancy)</b>	£200 including VAT
<b>Withdrawal Fee (During Tenancy)</b> (includes the transfer of any Damage Deposit)	£300 including VAT
<b>Project management of refurbishment works over £1,500</b>	10% including VAT

**Please enquire about Multi-Property discounts**

Rental Amount pcm	£0 - £800	£801 - £1,200	£1,200+
<b>Maximum Tenant Find Fee* (including VAT)</b> <small>*Of the first month’s rental income</small>	<b>120%</b> <b>(100% + VAT)</b>	<b>110%</b> <b>(91.66% + VAT)</b>	<b>100%</b> <b>(83.33% + VAT)</b>
<b>‘Tenant Find Plus’ Fee</b>	Tenant Find fees shown above plus 3.6% including VAT (3% + VAT) of the monthly rental income thereafter.		

**Included Services & Additional Fees**

Undertaking comprehensive, independent referencing of all potential tenants (Enhanced referencing for Fully Managed Plus Service)	<b>Included at no extra cost</b>
Drafting of comprehensive tenancy agreement	<b>Included at no extra cost</b>
Comprehensive inventory prepared by an independent inventory clerk <small>*Price depends on number of bedrooms, if furnished or unfurnished, or as otherwise stated in advance</small>	<b>Priced from £75 - £200 inc VAT *</b>
Collecting and registering the Damage Deposit with the DPS or TDS	<b>Included at no extra cost</b>
Arranging pre-tenancy works (cleaning, gas safety certificates and energy performance certificates)	<b>Included at no extra cost</b>
Serving of Possession (Section 21) and Rental Increase Notices	<b>£120.00 per notice inc VAT</b>
Change of Tenancy Agreement (During Tenancy)	<b>£60.00 per change inc VAT</b>
Complying with NRL & HMRC requirements	<b>Included at no extra cost</b>
Dedicated Property/Maintenance Manager	<b>N/A</b>
ARLA approved legal advice helpline available	<b>N/A</b>
Producing an annual tax statement of income and expenditure	<b>Included at no extra cost</b>
Collecting rent and promptly transferring it by BACS upon receipt	<b>Included (Tenant Find Plus Service only)</b>
Dedicated accounts person to chase/manage arrears	<b>Included (Tenant Find Plus Service only)</b>
Conducting Management Inspections and reporting back	<b>£75.00 per visit inc VAT</b>
Detailed End of tenancy inspection	<b>Included at no extra cost</b>
Negotiating with tenants the return of the Damage Deposit & arranging for it to be refunded	<b>Included at no extra cost</b>
Processing deposit disputes with DPS or TDS	<b>£120.00 per dispute inc VAT</b>
Notifying utility companies/Council at change of tenancy	<b>Included at no extra cost</b>

**Other Potential Fees**

<b>EPC – Energy Performance Certificate</b>	£96 including VAT
<b>Gas Safety inspection</b>	£78 including VAT
<b>Legionnaires Inspection</b>	£78 including VAT
<b>Withdrawal Fee (Pre Tenancy)</b>	£200 including VAT
<b>Withdrawal Fee (During Tenancy)</b> (includes the transfer of any Damage Deposit)	£300 including VAT
<b>Project management of refurbishment works over £1,500</b>	10% including VAT
<b>Attending Court</b>	£36 per hour including VAT