



FEE SCHEDULE - 2024

MANAGED – 12% incl. VAT (10% ex VAT) Monthly management commission on the rental amount	ELITE – 16% incl. VAT (13.3% ex VAT) Monthly management commission on the rental amount	STANDARD - £1800 incl. VAT (£1500 ex VAT) One-off fee
<p>A fully comprehensive 5* tenant find and property management service. From securing tenants and complying with all the legislation, to rent collection, property inspections and routine maintenance, we take care of everything. You never need to worry about arranging quotes or managing repairs and we are the first point of contact for your tenants. This service level is ideal for Landlords who prefer to pay for services on a per item basis.</p> <p><i>Please note there is a minimum fee of £114.00pcm incl. VAT</i></p>	<p>The next level up from our Managed Letting Service. Elite is for those Landlords who have little spare time, live overseas or simply want to relax knowing that their home is being looked after by a trusted and qualified professional.</p> <p><i>Please note there is a minimum fee of £156.00pcm incl. VAT</i></p>	<p>Our Standard Letting Service is aimed at experienced landlords; ideal for local farm or estate managers, or professional landlords who are fully up to speed with all the regulations. This is a good option if you're happy to manage the property and tenancy on a day-to-day basis but prefer an agent to market the property, do the initial viewings, arrange the legally required safety checks, issue the tenant with all of the legally required paperwork, draw up the tenancy agreement and register the deposit.</p>

	MANAGED	ELITE	STANDARD
Letting & New Tenancy Set-Up Fee	£480	£480	£1800
Professional rental valuation & comprehensive advice on all aspects of renting	✓	✓	✓
To-Let board, photographs, 360° virtual tour for marketing on Rightmove & social media	✓	✓	✓
Accompanied viewings, full tenant referencing & Immigration Right to Rent checks	✓	✓	✓

Preparation of Tenancy Agreement, all legally required compliance paperwork & deposit registration	✓	✓	✓
Preparation of additional clauses for Tenancy Agreement	✓	✓	✓
Arrange inventory & schedule of condition with photos. <i>** Cost of inventory from £90 depending on size of property **</i>	✓	✓	✓
Arrange EPC & Floorplan. <i>** Cost of EPC & Floorplan dependant on size of property **</i>	✓	✓	✓
Landlord Guidance Notes & regular legal updates	✓	✓	✓
Test smoke detectors & carbon monoxide detectors on tenancy start date as required by law	✓	✓	✓
Arrange standing order for monthly rent payment & transfer of utilities to new tenants	✓	✓	✗
Legal Protection & Rent Guarantee	Please speak to us about options		✗
Monthly transfer of rent to Landlord (minus fees), copies of contractor invoices, annual TAX STATEMENT	✓	✓	✗
4 Monthly routine maintenance inspections with report & photos	£90.00 per inspection	✓	✗
Arrange renewal of safety checks as required (gas, electrical, PAT testing, aga, oil boiler, woodburner & chimney)	£60.00 per check	✓	✗
Negotiation & preparation of paperwork for tenancy renewal & rent increase	£150.00		✗
Dealing with routine maintenance issues, arranging quotes & repairs & paying invoices on behalf of Landlord	£60.00 per issue	✓	✗
Administration of move out , providing tenant guidance notes & checklist, arranging check-out inspection	✓	✓	✗
Negotiating & agreeing deposit deductions & actioning return of deposit funds	£60.00	✓	✗

Hire of oil filled radiator or dehumidifier	£20.00 per week		✘
Major Works Fee (co-ordinating works costing over £2000 e.g. new boiler, replacement of windows)	10% of total cost of the works		✘
Additional Admin Fee (e.g. liaising with solicitors, estate agents, insurance companies or landlord's own contractors)	£50 per hour		✘
Admin fee for copying keys . <i>** Cost of key cutting dependant on type of key **</i>	£25.00	✓	£25.00
Emergency Out of Hours – Admin Charge	£60.00	✓	✘
Additional property inspections as required	£60.00	✓	✘
Sourcing & viewing of potential rental properties on behalf of a Landlord	£75.00 per hour	✓	✘
Paying quarterly tax to HMRC for Non-Resident Landlords where required	Additional 1% commission		✘
Preparation of paperwork for Deposit Dispute Resolution with the Deposit Protection Service	£350.00 per day		✘
Early Termination Fee where a Landlord cancels the agreement before a tenancy has commenced	£480.00		
Cancellation Fee where a Landlord cancels the agreement during a tenancy	Minimum 1 month's rent		✘
Preparation & Service of Legal Notices - Section 21 Notice, Section 8 Notice, Section 13 Notice	£150.00		

All fees listed are inclusive of VAT