



STANDARD FEE SCHEDULE

STANDARD FEE SCHEDULE – ALL FEES SUBJECT TO V.A.T. January 2011

Tenant Find only	Rent under £600 p.c.m. month – minimum fee of £395.00. Thereafter fee 75% of first monthly Rental.
Tenant Find Fee & Rent Collection Fee thereafter.	65% of first monthly Rental – minimum of £350.00. Thereafter 10% of gross rent payable per month. Minimum 6 month contract.
Tenant Find Fee & Full Management Fee thereafter.	65% of first monthly Rental – minimum of £350.00. Thereafter 13% of gross rent payable per month. Minimum 6 month contract.

ADDITIONAL SERVICES

Management extensions/Renewals of agreement	10% of gross rent due during the term/£40.00 (minimum).
AST Agreement (Landlord & Tenant) Tenancy Extension	£50.00 for Landlord and £50.00 for Tenant.
Tenant Referencing	£50.00.
Preparation & Service of Section 21	No charge – included in Management Contract.
Preparation & Service of Section 21 – Non management	£45.00.
Preparation & Service of Section 8	Included in Management Contract. £100.00 otherwise if required.
Check In	Included in Management Contract.
Check Out Inspection	Included in Management Contract. £100.00 otherwise if required.
Quarterly Inspection & Written Report	£45.00 – if instructed by Landlord.
Check Out Inspection & Written Report	£45.00 – if instructed by Landlord.
Quarterly Interim Inspection	Included in Management Contract.
Empty Inspection – Recommended at least monthly.	£40.00 – if instructed by Landlord or £10 per week.

UTILITIES & COUNCIL TAX

Setting Up and Administration of Payment	Included in Management Contract.
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INVENTORIES

Inventory/Schedule of Condition Report	From £50 - £150 depending on size/furnished/unfurnished.
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REPAIRS & MAINTENANCE (our contractors)

General Maintenance. All maintenance arranged, quoted & managed	10% of final works bill.
Arranging Pre-Marketing clean subject to Landlords consent including general surface clean of	£70.00 - £100.00 dependant on property.



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carpets, floors, windows, surfaces etc. Further works can be arranged	
Gas Safety Certificate including administration of access, inspection & provision of certificate (not including any works, repairs or replacements)	£65.00 (including a Service).
Electrical Safety Certificate including administration of access, inspection & provision of certificate (not including any works, repairs or replacements)	From £120.00

INSPECTION AND CERTIFICATE (our contractors)

Gas Safety Certificate including administration of access, inspection & provision of certificate (not including any works, repairs or replacements)	£65.00 (including a Service).
Electrical Safety Certificate including administration of access, inspection & provision of certificate (not including any works, repairs or replacements)	From £120.00
Energy Performance Certificate including administration of access, inspection & provision of PDF/Hardcopy to include floor plan.	£75.00 (£50.00 not including floor plan).
Oil Boiler Service	£90.00
If Weekly Inspection is required on empty properties	£10 per inspection to include an email confirmation

FOR YOUR INFORMATION

COURT & TRIBUNALS

Court Fees for submission of claim	Payable by Landlord.
Assistance to your solicitor in preparation & submission of claim.	£25.00 per hour.
Court appearance in relation to possession proceedings.	£125.00 per day or part thereof.
Appearances before Council representatives (Rent Officer/Assessors etc.) Court or Tribunal	£25.00 per hour

FINANCIAL & ACCOUNTING

Payment by Cheque – either to or on behalf of the Landlord	£10.00.
Payment by Direct Bank transfer	Included in fee.
Year End summary account	£35.00.
Copies of Inventory/Statements	£3.50 each copy.
Amendments to Account Details	£10.00.
Completion of Inland Revenue Returns	£50.00.