

Product List	Tenant Find Only	Basic Management	Premium Management
Tenancy Management Service	x	10% + VAT (12.5% Inclusive)	12.5% + VAT (15% Inclusive)
Letting Fee	3 weeks rent + VAT	2 Weeks rent + VAT	2 Weeks rent + VAT
Property Valuation	✓	✓	✓
Comprehensive Marketing	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Negotiating Tenancy Terms	✓	✓	✓
Professional Tenant Referencing	✓	✓	✓
Perform Right To Rent Checks	✓	✓	✓
Preparation of Tenancy Agreements	✓	✓	✓
Issue How To Rent Guide	✓	✓	✓
Collect Security Deposit as Stakeholder	✓	✓	✓
Collect and Distribute 1 <sup>st</sup> Months Rent	✓	✓	✓
Inventory & Schedule of Condition	£150 + VAT (£180 inc.)	£125 + VAT (£150 inc.)	£100 + VAT (£120 inc.)
Notify Utility Companies of New Tenant	x	✓	✓
Notify local Council of New Tenants	x	✓	✓
Collect and Distribute Monthly Rent	x	✓	✓
Perform Key Holder Service	x	✓	✓
Manage Property Maintenance Issues	x	✓	✓
Manage Tenancy Queries	x	✓	✓
Provide Out of Hours Emergency Cover	x	✓	✓
Undertake Annual Rent Reviews	x	✓	✓
Annual Statement for HMRC return	x	£30 + VAT (£36 inc.)	✓
Per Property Inspection (once every 4 months)	£75 + VAT (£90 inc.)	£15 + VAT (£18 inc.)	✓
Change to Standard Tenancy Agreement	£100 + VAT (£120 inc.)	£50 + VAT (£60 inc.)	✓
Change of Ownership	£200 + VAT (£120 inc.)	£100 + VAT (£120 inc.)	✓
Issue Section 13 Rent Increase	£100 + VAT (£120 inc.)	£30 + VAT (£36 inc.)	✓
Issue Section 21 Eviction Notice	£100 + VAT (£120 inc.)	£50 + VAT (£60 inc.)	✓
Issue Section 8 Eviction Notice	£100 + VAT (£120 inc.)	£50 + VAT (£60 inc.)	✓
Court Attendance (per day)	£200 + VAT (£240 inc.)	£100 + VAT (£120 inc.)	✓
Tenancy Deposit Registration	£40 + VAT (£48 inc.)	£40 + VAT (£48 inc.)	£40 + VAT (£48 inc.)
Rent Guarantee Insurance (per month)*	£20 + VAT (£24 inc.)	£20 + VAT (£24 inc.)	£20 + VAT (£24 inc.)
Fixed Term Tenancy Renewal	£150 + VAT (£180 inc.)	£60 + VAT (£72 inc.)	£40 + VAT (£48 inc.)
Contractual Periodic Tenancy Renewal	£60 + VAT (£72 inc.)	£40 + VAT (£48 inc.)	£20 + VAT (£48 inc.)
Check Out Inspection	£200 + VAT (£240 inc.)	£50 + VAT (£60 inc.)	£25 + VAT (£30 inc.)
Process Tenancy Deposit Arbitration	£300 + VAT (£360 inc.)	£50 + VAT (£60 inc.)	£25 + VAT (£30 inc.)
Energy Performance Certificate	£90 + VAT (£108 inc.)	£55 + VAT (£66 inc.)	£55 + VAT (£66 inc.)
Legionella Risk Assessment	£90 + VAT (£108 inc.)	£75 + VAT (£90 inc.)	£75 + VAT (£90 inc.)
Co-ordinating Property Refurbishment	10% + VAT of Total Cost	10% + VAT of Total Cost	10% + VAT of Total Cost
Aborted Tenancy Fee	£250 + VAT (£290 inc.)	£250 + VAT (£290 inc.)	£250 + VAT (£290 inc.)

\* Provided by third party insurer