LETTINGS FEES

ADDITIONAL SERVICES AND FEES

Please refer to our terms and conditions of business for a full explanation of services and fees. All fees are subject to VAT.

Additional services	Our fee
Tenancy Set Up Fee	£420 (£350+VAT)
Memorandum of Renewal /Tenancy Extension / Rent Review	£300 (£250+VAT)
Safety Checks / EPC	Contractors fee
Legal Liaison / Court Attendance	£120 (£100+VAT) per hour/part plus expenses
Courier Deliveries	£30 (£25+VAT) plus courier charge each
Key Cutting	Contractors fee
Sale to Tenant	Up to 1.8% (1.5%+VAT) of total sale price
Property Inspections/Visits	£120 (£100+VAT) per visit
Deposit Reconciliation	£360 (£300+VAT)
Overseas Landlord Quarterly Tax Submission	£60 (£50+VAT) per quarter
Overseas Postage	£30 (£25+VAT) per item plus postage
Security Deposit Administration	£180 (£150+VAT)
Serving of Appropriate Notices to Tenants	£180 (£150+VAT)
Termination of Part of Service	£420 (£350+VAT)
Electrical Appliance Safety Booklet	£12 (£10+VAT)
Landlord Withdrawal from Offer	£300 (£250+VAT)
Change of sharer (subject to approval)	£420 (£350+VAT)

Additional services for Full Management only	Our fee
Extra Property Inspections/Visits	£120 (£100+VAT) per visit
Snagging Inspections	£120 (£100+VAT) per hour / part hour
Major Works Supervision	12% (10%+VAT) of total cost of works
Attending The Property (ie for contractor/works access)	£120 (£100+VAT) per hour / part hour (subject to availability)
Overseas Postage	£30 (£25+VAT) per item plus postage
Licence Application	£420 (£350+VAT per application)
Floor plan creation 1 bed	£60 (£50+VAT)
Floor plan creation 2 bed	£90 (£75+VAT)
Floor plan creation 3+ bed	£120 (£100+VAT)

Outsourced services	Approximate cost (subject to change)
Energy Performance Certificate	£60 per property
Land Registry Title Deeds	£3 per property
Gas Safety Check	£70 per property
Installation of a Smoke Detector	£60-70 per unit installed
Electrical Safety Check	Prices vary depending on size of property £145-200
Inventory/Check-in	Prices vary depending on size of property & furnishings £160-400
Check-out	Prices vary depending on size of property £150-350
Cleaning	Prices vary depending on size of property £160-650