



Scale of Fees (Inclusive of VAT)

Standard Management Fee (Items 1 to 16 above)	12% including VAT of rent due (Minimum Fee
Letting, Deposit Protection and Rent Collection Fee (Items 1 to 8 above)	11% of rent due
Letting and Deposit Protection Only	10% of the rent due

Additional Charges:

Preparation of Tenancy Agreement: £180.00 where the HES Residential standard AST or Company Tenancy is used, hourly rate below applied for any amendments required

Where third party Tenancy Agreement used a £300 review fee will be applied where review is needed

Tenant or guarantor referencing cost: £60 per individual or entity requiring referencing

Guarantor documentation where required: £120.00

Administration of Non-Resident Landlord (NRL) tax returns where no certificate or letter has been provided to us by HMRC with exemption number: £120.00 per annum

Tenancy Renewal Fee: £90.00 charge only applies where updated documentation is put in place

Issuing a Formal Rent Increase notice: £120.00

Issuing Notice Seeking Possession under s21 Housing Act 1988 as amended): £120.00 (included within our management fee)

Issuing Notice Seeking Possession under s8 Housing Act 1988 as amended): £180.00

Maintenance Repair Limit (see clause 4.1): £150.00 or as alternatively agreed in writing

Obtaining estimates and supervision of major works: 10% of cost of work over £500

Hourly rate for other work: £90.00 per hour

Court attendance fees: £350.00

Additional requested property visits: £100.00 per visit

Tenancy Deposit Scheme transfer to Landlord or Agent £60.00

Dealing with dilapidation disputes with the Tenancy Deposit Scheme at the end of the tenancy £120.00

Issuing a Deposit Scheme Statutory Declaration £120.00

Providing electronic copies of tenancy documentation to the Landlord, Agent or Solicitors £60.00 (hard copies POA)

Disbursement costs that may be incurred by the Landlord:

Tenancy Deposit Service Fee: £6 incl VAT per month (£72 per annum)

Gas safety check: disbursement cost only – currently £85.00 - £100.00

Energy Performance Certificate: disbursement cost only – currently £80.00 - £100.00 including floorplan



Legionella testing: disbursement cost only

Any other testing requested: disbursement cost only

Preparing Inventory/Schedule of Condition: disbursement cost of inventory service provider – variable depending on size of property

Inventory check in/check out fee: disbursement cost of inventory service provider – variable depending on size of property

Redirection of mail overseas: cost of postage