

<b>Service</b>	<b>Standard Fees</b>	<b>Notes</b>
Full Management Service	12%	A Percentage of the monthly rental income. If the monthly rent was £500, the fee would be £60 Inc VAT per month.
Letting Fee for Houses and self-contained Flats	Three-Quarter's of A Month's Rent plus VAT	Charged for introducing a new tenant and drawing up a new tenancy agreement, when used in conjunction with the Full Management Service. Includes Inventory/Schedule of Condition/Check In/Check Out. If the monthly rent was £600, fees would be £540 Inc VAT.
Letting Fee for HMO Rooms	Half of A Month's Rent plus VAT	Charged for introducing a new tenant and drawing up a new tenancy agreement, check in of the tenant including Photos and check out. If the monthly rent was £600, the fee would be £360 Inc VAT.
Tenancy Renewal Fee	£48 Inc VAT	If both parties agree that the tenant can stay for another term, this cost covers the contract negotiation, amending and updating the terms and arranging a further tenancy and agreement.
Issue of Notice of Possession	At Cost	Eg £60 including VAT
HMO or Selective Licence Application on behalf of Landlord (Per Property) including renewal applications	£300 Inc VAT	Charged for collating all relevant certificates and information and filling in the application on behalf of the landlord.
Inventory/Schedule of Condition	£120 Inc VAT	Upto 3 Bedrooms, larger properties on request. Free with Full Management Service.
Check-In	£120 Inc VAT	This fee covers agreeing with the tenant(s) a check in date; instructing the inventory clerk to attend. Finalising and signing all relevant contracts and documents. Advise utility companies of meter readings etc. Free with Full Management Service.
Deposit Registration Fee	£48 Inc VAT	Fee for registering the landlord and tenant details and protecting the security deposit within 30 days of the tenancy start. Free with Full Management Service.
Interim Inspection	£60 (£120 for HMO rooms) Inc VAT	One Interim Inspections per annum is undertaken unless more are requested or as part of a licence requirement.
Communal Area Inspections (HMO)	£12 Inc VAT	Per Property. Usually done weekly. Free with Full Management Service.
Check-Out	£120 Inc VAT	Covers agreeing a check out date; instructing the inventory clerk; negotiating with the parties any disbursement of the security deposit. Advise utility companies of meter readings etc. To return the deposit to the agreed parties. Remit any disputed amount to Scheme for final adjudication. Unprotect the security deposit, instruct contractors, obtain quotes, organise repairs/replacement of items. Free with Full Management Service.
Project/Refurbishment Works Management	12%	Where combined works exceed £1,000 (inc VAT). If the works cost £2000 the commission would be £240 inc VAT.
Dispute Fee	£120 Inc VAT	If any proposed deductions in the security deposit are disputed by the tenant, this fee is for compiling the relevant documentation to support the landlord.
Court Attendance Fee	£120 Inc VAT per hour	Where attendance at court is required.
Possession/Eviction Costs	At Cost	Solicitor, Court, Bailiff and Locksmith Fees will apply where applicable to prepare and issue Possession Proceedings and instruct Agents to attend court and issuing a possession warrant.