



Service Levels

Tenant Find Only **	1 month's rent plus VAT
Rent Processing	8% of the monthly rent plus VAT (9.6% incl VAT)
Fully Managed	10% of the monthly rent plus VAT (12% incl VAT)

Please ask the office for further information regarding each service level we provide.

Letting Fees

Tenancy Agreement preparation and execution **£295 plus VAT (£354 incl VAT)**
**included in 'Tenant Find Service'.

Transfer of the deposit to the DPS **from £40 plus VAT (£48 incl VAT)**

Inventory and Check-out fees **from £180 plus VAT (£216 incl VAT)**

This includes the preparation of an accurate record of the property and its contents at the start of a new tenancy and a condition report (Check-out) at the end.

Tenant Referencing **£100 plus VAT (£120 incl VAT)**

Guarantor Referencing **£100 plus VAT (£120 incl VAT)**

Amendment /Renewal fees **£150 plus VAT (£180 incl VAT)**

Either renewing or amending the contract and updating any terms.

Additional Property Visits

To attend for specific requests such as neighbour disputes, additional visits **£65 plus VAT (£78 incl VAT)** are required over standard to monitor the tenancy or any maintenance linked visit.

Arrangement Fees for works over 1 months rent (Fully managed clients)

Arranging access and assessing costs with contractor. Ensuring work has been carried out in accordance with the specification of works. Retaining any warranty or guarantee as a result of any works: 10% of net cost.

EPC and Floorplan **£110 plus VAT (£132 incl VAT)**

Floor Plan Only **£60 plus VAT (£72 incl VAT)**

Provision of a new Tenancy Agreement if tenant leaves and is then replaced **£295 plus VAT (£354 incl VAT)**

Any additional fees are explained in our service level agency agreements