Schedule of Fees

Service	Charge / inclusion
Tenancy administration and changes	
Annual tenancy compliance check	£90
Land Registry check	£30
Tenancy set-up, including Platform Account Set-up, AML Check, Right-to-Rent Check, Deposit Registration, Preparation of tenancy agreement.	£300 per tenancy
Deposit registration and prescribed-information administration	£60 per registration
Cancelling a let before a tenant moves in	£350 plus costs
Inventory check-in / check-out	From £216, depending on property size
Tenant and/or guarantor reference check	£45 per person
AML / sanctions identity checks	£45 per person
Right to Rent initial check	£45 per person
Right to Rent follow-up check for an expiring time-limited status	£90 per tenancy
Change of sharer	£240
Change of additional sharer at the same time as the above	£50
Change in ownership set-up, per property, depending on work involved	£150–£550
Deed of surrender preparation	£270 per deed
Written statement / periodic-tenancy paperwork	£180 per document
Addendum or memorandum preparation	£150
Tenancy continuity negotiations (every 12 months)	£75
General and payment charges	
Interest on unpaid fees or other money (calculated daily)	3% above Bank of England base rate per annum
Notice to quit (where applicable)	£150
Preparing and serving applicable possession notices, where legally available	£250
Section 13 notice, including market analysis and rent recommendation	£240
Attending court	£150 per hour
Attending court (one of our Directors)	£240 per hour
CHAPS / overseas payment administration	£30 per transaction, plus third-party bank charges at cost

Service	Charge / inclusion
Late-payment arrears chase (Landlord charge)	£30 per case
Arranging rent and legal protection cover	£90 to arrange, plus the provider's premium
Sale to a tenant introduced by the Agent (subject to separate written sales instruction)	2.0% of sale price
Tax, licensing and statutory compliance	
NRL administration set-up	£180 per landlord / entity
NRL tax withholding / payment to HMRC and NRL tax certificate	£100 per return, per person / entity
Self-assessment income and expenditure statement	£100 per report
Licence application / renewal administration	£500 per application
Licence holding / monitoring administration	£150 per year
Private Rented Sector Database administration, when the statutory scheme applies: non-managed service	£720 one-off; £180 per annum
Private Rented Sector Database administration, when the statutory scheme applies: managed service	£360 one-off; £90 per annum
Gas Safety Report	From £180
Electrical Installation Condition Report	From £180
Portable Appliance Test	From £144
Legionella Risk Assessment	From £144
Energy Performance Certificate	From £144
Provision and installation of battery carbon monoxide alarm (where required)	From £120
Provision and installation of battery smoke detector (where required)	From £120
Obtaining consents	£84 per document
Statements, deposits, works and property services	
Annual property visits	Included where included in the selected service
Additional property visit / call-out during office hours	£108 per visit; £108 per additional hour
Additional property visit / call-out outside office hours	£250 per visit, £250 per additional hour
Additional statement	£30 per copy
Copy of head lease from HM Land Registry (where available)	£30 per copy
Transferring deposit to the Landlord or another agent during the tenancy	£120
Helping recover deposits through TDS adjudication	£150 per hour
Deposit deduction negotiations	£120 per case

Service	Charge / inclusion
Arranging works or refurbishment over £1,000	12% of contractor / works cost, inclusive of VAT
Getting quotes, if you then organise the work yourself	£500
Getting quotes, if you then decide against any work	£120
Meeting contractors or third parties for insurance claims, HMO visits or additional property visits	£120 per visit
Repairs / contract work over £1,000	12% of contractor invoice, inclusive of VAT
Project management	12% of total project cost, inclusive of VAT
Annual vacant-property and maintenance-check visits	Included where included in the selected service
Key holding	Included during office hours only, where included in the selected service
Start / end of tenancy meter readings	Included where included in the selected service
Additional tenancy meter readings	£108 per visit
Management of bills, service charges and ground rent (provided the Agent is in funds)	Included where included in the selected service
Void-period contract cleaning and laundry	Included where included in the selected service
Void-period preparation of home / groceries	Cost of groceries only
Post collection / forwarding	£52.8 per collection
Arranging installation of services	£108 per visit
Additional key cut (material cost included)	£84 per key
Waiting at the property for a delivery / contractor	£108 per visit
Rent increase form review / preparation (annual)	£108 per year

*All fees are inclusive of VAT unless expressly stated otherwise. Third-party / statutory charges are payable at cost where stated. Charges are payable by the Landlord unless expressly stated otherwise and legally permitted. Private Rented Sector Database administration charges apply only when the statutory scheme applies to the relevant property; any official fee is additional at cost.