

Service	Fees	Fees Inclusive VAT
<b>Tenant Fees</b>		
Professional Tenant Fee (per property)	50% of one month's rent plus VAT	60% of one month's rent
Student Tenant Fee (per property)	50% of one month's rent plus VAT	60% of one month's rent
<b>Tenant Change Over Fees for an Existing Tenancy</b>		
Professional (only the incoming tenant is charged)	50% of the one month's rent plus VAT	60% of one month's rent
Student (only the incoming tenant is charged)	50% of the one month's rent plus VAT	60% of one month's rent
<b>Tenancy Renewals – Tenant Fees</b>		
Professional Contract	£100 plus VAT per person	£120 per person
Student Contract	£100 plus VAT per person	£120 per person
<b>Landlord Fees</b>		
Lettings Service Only Tenant Finder Fee	75% of 1st month's rent plus VAT	90% of 1st month's rent
New Management Initial Set Up/ Tenant Finder Fee	50% of 1st month's rent plus VAT	60% of 1st month's rent
Managed Re-Letting Tenant Finder Fee	25% of 1st month's rent plus VAT	30% of 1st month's rent
Tenancy Renewal Fee (Let Only or Managed)	25% of 1st month's rent plus VAT	30% of 1st month's rent
Standard 1-2 Property Landlord Management Fee	14% of rent due plus VAT	16.8% of rent due
Multiple Property Landlord Management Fee (3+ properties)	12% of rent due plus VAT	14.4% of rent due
Inventory Preparation	£250 plus VAT	£300
Deposit Administering for Let Only Properties	£150 plus VAT	£180
Check In/Check Out/ Deposit Handling Only	£300 plus VAT	£360
Additional or One off Property Inspection	£75 plus VAT	£90
Insurance claim administration charges (works organised over £500)	10% of total invoices plus VAT	12% of total invoices
Non Resident Landlord (NRL) quarterly return submissions to HMRC	£100 plus VAT	£120
Court or Tribunal appearances	£300 plus VAT per day	£360 per day
<b>Commissions</b>		
Approved contractor commission (taken directly from contractors)	10% of invoice charged plus VAT	12% of invoice charged
Conveyancing referrals (taken directly from solicitors)	£100 plus VAT	£120