

Tenant Fees and Charges

For tenancy agreements signed after 1st June 2019



SERVICE	FEE
Tenancy Fee	ZERO
Referencing Fee	ZERO
Guarantor Fee	ZERO
Check out Fee	ZERO
TDS Fee	ZERO
EXTRAS	
Any notifiable change to your signed tenancy agreement (request for pets, decorating AND change of sharer)	£50 inc VAT per request
Early release from a signed fixed term contract	Remainder of rent owed for fixed term period plus landlord's costs in re-letting the property
Replacement key cutting and/or replacement security device	Cost of replacement
Failure to pay rent due	3% above Bank of England base rate interest on arrears
Pets	May be considered on a tenancy at an increased rent, detailed on advertising of property

SERVICE	FEE
The Platinum service	<ol style="list-style-type: none"> 1. Set up fee - £144.00 inc VAT (£120 + VAT) plus 2. Inventory at discounted cost of £120 inc VAT (£100.00 + VAT) plus 3. 17% +VAT (20.4% inc VAT) of gross monthly rent due throughout tenancy
The GOLD service (our most popular)	<ol style="list-style-type: none"> 1. Set up fee - £384.00 inc VAT (£320.00 + VAT) plus 2. Inventory charge plus 3. £20.00 a month for rent guarantee plus 4. 12% + VAT (14.4% inc VAT) of gross monthly rent due throughout tenancy
The SILVER Service (B) Basic Letting & Tenancy Management	<ol style="list-style-type: none"> 1. Set up fee - £384.00 inc VAT (£320.00 + VAT) 2. Inventory charge +12% + VAT (14.4% inc VAT) of gross monthly rent due throughout tenancy.
Self-Managing Option BRONZE – Let Only (A) – Our least popular service	<ol style="list-style-type: none"> 3. 100% of the first months rent subject to minimum of £510.00 inc VAT (£425.00 + VAT)

Renewal of Tenancy Agreement	£100.00 inc VAT (£83.33 + VAT)
Cancellation of Management	3 months written notice or equivalent management fee + £75.00 inc VAT (£62.50 + VAT) admin fee
Buy to Let Advisory Service	£300.00 inc VAT (£250.00+VAT)
Property Acquisition Service	2.4% inc VAT (2%+VAT) of purchase price
Refurbishment/Furnishing Service	By quotation
Empty Property Management	£80.00 inc VAT (£66.00 + VAT) per calendar month plus £200.00 landlord float held on account (returned if not required)
In House Tenancy Agreement	Included for all levels of service
Use of your own tenancy agreement	£500.00 inc VAT (£416.75+VAT)
Memorandum of Agreement	£80.00 inc VAT (£66.00 + VAT)
Inventory unfurnished/furnished	Studio, 1 and 2 beds £180.00 inc VAT (£150.00+VAT) 3,4 and 5 beds £216 inc VAT (£180.00+VAT) – subject to size of property
Check out report	Bronze £90 inc VAT (£75+VAT) - Included under silver, gold and platinum service levels
Company/NHA Tenancy Agreements	£420.00 inc VAT (£350.00 + VAT)
Court Attendance	£250.00 inc VAT (£208.33 + VAT)
Bailiff Attendance	£150.00 inc VAT (£125.00 + VAT)
Attend with British Gas/Landlords Gas Engineer to carry out a Gas Safety Certificate	£120.00 inc VAT (£100.00 + VAT) per attendance
Property Visits	Bronze service type - £150.00 inc VAT (£125.00+VAT) Silver and Gold service types - £36.00 inc VAT (£30.00 + VAT) Platinum service type – FREE
Smoke Alarm/Carbon Monoxide Detector	At Cost
Heater Loan	£60.00 inc VAT (£50.00 + VAT) per week
Works supervision	12% inc VAT (10% + VAT) of work costs
Serving Possession Notices	Bronze service type - £150.00 inc VAT (£125.00 + VAT) Silver service type - £30.00 inc VAT (£25.00 + VAT) Gold and Platinum service type - FREE
Energy Performance Certificate (EPC)	£120.00 inc VAT (£100.00 + VAT)
Key Cutting	£15.00 inc VAT (£12.50 + VAT) per key
Landlord Withdrawal from Offer	Expenses to a max of £450.00 inc VAT (£375.00 inc VAT) dependent on case
Administration charge to progress a TDS claim on your behalf	Bronze service type - £300.00 inc VAT (£250.00 + VAT) Silver and Gold service types - £30.00 inc VAT (£25.00 + VAT) Platinum service type - FREE
Annual statement of Account and Expenditure	£30.00 inc VAT (£25.00 + VAT) – included under Platinum Service
Annual tax administration for HMRC approval	£48.00 inc VAT (£40.00 + VAT) – with approval number £120.00 inc VAT (£100.00 + VAT) per quarter – without approval number
To provide HMRC with all required information regarding Section 23 of the Tax and Management Act	£30.00 inc VAT (£25.00 + VAT)
Service of a Section 13 (rent increase) notice to your tenants.	Bronze service type -£60.00 inc VAT (£50.00 + VAT) Silver - £30.00 inc VAT (£25 + VAT) Platinum and Gold service type - FREE