

# Fees

<b>Administration Fees</b>	Excluding vat	Including vat
Initial tenancy agreement negotiation and preparation charge	£145	£174
Tenant Right to Rent checks	£50	£60
Supervision of an agreement presented by a third-party to the landlord	£200	£240
Negotiating addenda to tenancy agreement	£50	£60
<b>Commissions</b>	Excluding vat	Including vat
Letting Service	8%	9.6%
Letting & Rent Collection Service	10%	12%
Letting & Management Service	12%	14.4%
Management Service for existing tenancies	6%	7.2%
Minimum Lettings Fee	£750	£900
<b>Deposit</b>	Excluding vat	Including vat
Protection of security deposit with DPS	£50	£60
To respond on your behalf to your tenants deposit/deposit replacement guarantee product dispute (only available with Management Service)	£100	£120
<b>General</b>	Excluding vat	Including vat
Annual statement of income and expenditure	£50	£60
Annual tax declaration for non-UK resident with HMRC approval	£10	£12
Copy statements (each month's statement, or part thereof) per request	£10	£12
Additional property visits at your request – price per visit	£50	£60
Repairs (full management only) when the net cost of works exceeds £350 plus VAT and an estimate is necessary – based on the total net invoice of works	10%	12%
Court attendances – per day or part thereof	£200	£240
Service of Section 13 Notice at Landlords request (rent increase notice for a statutory periodic assured shorthold tenancy)	£50	£60
Service of Section 21 Notice or Notice to Quit at Landlords request (only available with Management or Rent Collection Services)	£100	£120
Key cutting on your behalf (excluding the cost of the keys)	£25	£30
Right to Rent re-check (whenever required by law)	£50	£60
Tenancy agreement (whenever required for renewal of an existing tenancy or to change an existing agreement)	£145	£174