

HMO/COMPANY LET AGREEMENT	26.4% of the rent (22% + vat) or 'Figure In Hand' agreed prior
FULLY MANAGED SERVICE	21.6% of the rent (18% + vat)
RENT COLLECTION SERVICE	18% of the rent (15% + vat)
INTRODUCTION SERVICE	14.4% of rent (12% + vat)
ADMINISTRATION FEE (RESIDENTIAL)	1.8 weeks rent (min. £360 incl vat)
ADMNISTRATION FEE (COMPANY)	£750 setup costs including referencing and tenancy agreement
DEPOSIT REGISTRATION	£130.00
INVOICE HANDLING	£35.00 (per contractor/utility invoice/extras)
NOTICES	£150.00 per notice
LEGIONELLA RISK ASSESSMENT	£175.00
ENERGY PERFORMANCE CERTIFICATE	£140.00
DUPLICATE CERTIFICATE	£30.00 (Per request)
TENANCY RENEWAL FEE	£180.00 including vat
PROFESSIONAL HOURLY RATE	£75.00
VOID PROPERTY INSPECTIONS	£75.00
OVERSEEING MAJOR WORKS	Ranging 0-30% (of total works cost)
ARRANGING PROPERTY REPAIRS	Ranging 0-30% (of total works cost)
INTEREST ON DEBIT BALANCE	5%
SALE OF A PROPERTY TO A TENANT	2% + vat
INVENTORY CHECK-IN	Starting from £150.00 (carried out by third party)
PROPERTY CHECK-OUT	Starting from £90.00
GAS CERTIFICATE	£125.00
ELECTRICAL INSTALLION CONDITION REPORT	£195.00 -An additional £195.00 may be charged for a revisit should any remedial works (if required) be carried out by an alternative company.

