

## ADDITIONAL CHARGES

Initial charges	without VAT	inc VAT
Energy Performance Certificate (EPC)	£80.00	£96.00
Tenancy agreement negotiation and preparation charge	£275.00	£330.00
Tenant referencing and Right to Rent checks (per tenant)	£65.00	£78.00
Student Application Fee (per tenant/occupier)	£50.00	£60.00
Supervision of an agreement presented by a third-party to the landlord	£325.00	£390.00
Negotiating addenda to tenancy agreement	£50.00	£60.00
Preparation of inventory - managed properties	Included with let fee	
Preparation of inventory - tenant introduction	£150 up to 3 beds / price on application on larger properties + VAT	£180.00

Deposit	without VAT	inc VAT
Fee for the on-going management of a deposit replacement guarantee product / deposit and complying with the legal requirements of the Deposit Protection Scheme (DPS) on your behalf. Chargeable every 12 months or part thereof on the tenancy anniversary date	£50.00	£60.00
To process a claim with the DPS where we provide Full Management	£50.00	£60.00
To process a claim on your behalf with the DPS where we do not provide Full Management	10% of claim, minimum fee £50.00	12% of claim, minimum fee £60.00
facilitating the transfer of your tenant's deposit to you where we have been previously holding and protecting it in the DPS	£50.00	£60.00

Annual Portfolio including service of Section 13	without VAT	inc VAT
Serving of Assured Periodic Tenancies upon request	£250.00	£300.00
Serving of a Section 13 notice	£250.00	£300.00

General	without VAT	inc VAT
Fee for transferring rent and other payments to a Non-UK Bank Account charged per transaction	£25.00	£30.00
Annual statement of income and expenditure	£85.00	£102.00
Quarterly tax submission for non-UK residents with no HMRC approval	£100.00 per quarter	£120.00 per quarter
Annual tax declaration for non-UK resident with HMRC approval	£40.00	£48.00
Annual statutory landlord rental income notification to HMRC	£15.00	£18.00
Copy statements (each month's statement, or part thereof) - per request	£25.00	£30.00
Additional property visits, price per visit	£125.00	£150.00
Repairs (full management only). When the net cost of works exceeds £750.00 + VAT and an estimate is necessary - based on the total net invoice of works	Varied	
Arrange redecoration/refurbishment (full management only) - based on the total net invoice of works	Varied	
To obtain an estimate of works for redecoration or refurbishment. (This will be deducted from our final fee if you decide to proceed)	Varied	
Court attendances - per day or part thereof	£200.00	£240.00
Service of Section 21 possession Notice	£250.00	£300.00
Service of Section 8 possession Notice	£250.00	£300.00
Arrange Legionella risk assessment	POA	
Empty Care	£75.00	£90.00
Gas Safety Record	£80.00	£96.00
Additional Work at an hourly rate e.g. Serving notices/attending contractor appointments	£20.00 per hour	£24.00 per hour
EICR – Electrical Safety Record * up to a 4 bedroom property	£150.00	£180.00
Issuing Tenant Information Sheet - Fully Managed	£35.00	£42.00
Issuing Tenant Information Sheet - Let Only	£50.00	£60.00
Pet Addendum	£150.00	£180.00