



TOBS - FEE TABLE

	FM – Fully Managed	RC – Rent Collect	LO – Let Only	LO (you do viewings)
Residential Investment Advice prior to Buy to Let	✓	✓	✓	✓
Recommendations for Landlord Insurances, Accountants & Financial Advisor	✓	✓	✓	✓
Valuations & guidance on current market values	✓	✓	✓	✓
Arranging Legal Documents required to let	✓	✓	✓	✓
Photography of your property	✓	✓	✓	✓
Marketing on website & social platforms	✓	✓	✓	✓
Marketing on major property portals	✓	✓	✓	✓
Marketing brochures	✓	✓	✓	✓
Pre-qualifying applicants & thorough tenant vetting	✓	✓	✓	
Staff accompanied viewings	✓	✓	✓	
Negotiate terms of tenancy between Tenant & Landlord	✓	✓	✓	✓
Fully comprehensive tenant references	✓	✓	✓	✓
Right to Rent Checks	✓	✓	✓	✓
Preparation & completion of Tenancy Agreement	✓	✓	✓	✓
Preparation of legal documents related to security deposit	✓	✓	✓	✓

Deposit registration & protection	✓	✓		
Issuing of legal documents with tenancy agreement	✓	✓	✓	✓
Arranging a professional inventory & check-in	✓	✓	✓	✓
Utility providers & council tax accounts notification	✓			
Collect first month's rent & deposit	✓	✓	✓	✓
Collect monthly rental payments	✓	✓		
Prompt payment to Landlords with monthly statements	✓	✓		
12-month tax summary reports	✓	✓		
Assist with non-resident Landlord tax exemption	✓	✓		
* Periodic inspections	✓			
Tenants can report maintenance issues 24/7	✓			
Direct contact to a property manager in an emergency	✓			
** Arranging quotes, works & maintenance	✓			
Prompt payment to contractors	✓			
*** Renewal negotiations & administration	✓			
*** Rent review negotiations & administration	✓			
Serving of notices	✓			
Arranging a professional check-out	✓			
Negotiate deposit deductions at end of tenancy	✓			
**** Submit deposit claim at end of tenancy	✓			

Compliance with legislation throughout the tenancy	✓			
Arranging Rent Protection & Legal expenses cover (see fee table below for cost)	✓	✓	✓	✓
Set up fee	£500	£500		
Management fee	12%	10%	One month's rent	75% of one month's rent

* The initial inspection is conducted after approximately 6-8 weeks, followed by subsequent inspections every 6 to 9 months. For additional inspections please refer to the fee table below

** A maximum of 2 contractor quotes are provided but for more options, please refer to the fee table below

*** Charges apply to renewal tenancy agreements & extensions of tenancies, please refer to fee table below

**** Hourly charges apply to deposit claims. For more details, please refer to the fee table below

Please note that all fees are subject to VAT

PRE-TENANCY	EPC	Upon Request
	Gas safety certificate	Upon Request
	EICR	Upon Request
	Inventory report & check-in	Upon Request
	Key cutting service	Invoice + £20
	Withdrawal from Agreed Offer	One Month's rent
	Refurbishment (over £500)	10% of project cost
	Rent Protection & Legal Expenses Cover	£30 pcm (rent up to £2500) £40 pcm (rent over £2500)
MID-TENANCY	Tenancy Agreement Renewal	£100
	Extension to Periodic Tenancy	£50
	Additional inspection (upon request)	£60
	Assistance with buildings insurance claim	10% of settlement
	Additional quotes (2 included)	£25 per quote
	Site visit at landlord request	£60
	Withdrawal from management service	6 month's management fees
END-TENANCY	Serving of notices (rent collection only)	£100
	Preparation for court proceedings	£120 per hour
	Attendance at court	£180 per hour
	Check-out report	Upon Request
	Preparation for deposit dispute	£100 per hour
	Managing Vacant property	Upon Request
	Selling to tenant fee	1% of purchase price

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