

Fee List	Explanation	Without vat	Inc vat
Energy Performance Certificate	Arrange for an EPC to be carried out by an assessor at the property	£90.00	£90.00
Gas Safety Certificate	Arrange for a Gas Safety Certificate to be carried out by a Gas Safe registered engineer at the property	£60.00	£60.00
Boiler Service	Arrange for a boiler service to be carried out by a Gas Safe Registered engineer	£60.00	£60.00
Rent Guarantee insurance monthly rent less than £1200 pcm	Take out rent guarantee insurance on your behalf. For details of the cover please call us on 01922 723743	£300.00	£360.00
Rent Guarantee insurance monthly rent more than £1200 pcm	Take out rent guarantee insurance on your behalf. For details of the cover please call us on 01922 723743	£450.00	£540.00
Electric Installation Safety Check (EICR)	Arrange for a qualified electrician to attend the property and carry out electric installation safety check. Price does not include the cost of any required remedial works.	£150.00	150.00
Deposit Registration with DPS- Fully managed and rent collection	Register the Deposit with DPS under our Agent account	£30.00	£36.00
Deposit Registration with DPS- Let only	Register the Deposit with DPS under our Agent account	£50.00	£60.00
Inventory (up to 3 bedroom)	Comply an inventory prior to the commencement of the tenancy detailing the condition of the property pre tenancy	£95.00	£114.00
Inventory 4 bedrooms plus	Comply an inventory prior to the commencement of the tenancy detailing the condition of the property pre tenancy	£120.00	£144.00
One off special conditions in tenancy agreement (per condition)	Include any special conditions within the tenancy for example pet permission clause	£15.00	£18.00
Visit property to top up energy meters (cost of top up credit determined based on debt on meter)	Visiting the property to top up gas or electric or both meters- this does not include the cost of meter credit(s)	£25.00	£30.00
Arranging for key cutting (cost of key/keys not included)	Arranging for additional keys to be cut- this does not include the cost of the duplicate key(s)	£30.00	£36.00
Amendments to inventories after they have been compiled	Visiting the property to take up to date images of any changes/improvements and adding them to the existing inventory	£35.00	£42.00
Arranging for new meter keys and resetting Meter (charge applied per meter)	Contacting energy provider and arranging for new top key(s)/card(s) to be issued	£50.00	£60.00
Annual landlord tax reports per property	Period statement covering the tax year showing income and expenses	£10.00	£12.00
Duplicate statements per statement	Providing landlord duplicate statements which have already been issued	£5.00	£6.00
Court attendance fee for property repossession	Attending court hearings for repossession in order to give evidence if required	£150.00	£180.00
Attending bailiff appointment	Attending the property with the bailiffs to acquire possession of the property	£150.00	£180.00
Check Out Inspection and report- fully managed	Attending the property to take back possession of the property from the tenant. Complying a check out report noting any differences against the inventory (if one was carried out prior to the commencement of the tenancy)	£0.00	£0.00
Check Out Inspection and report Rent collection and Let only	Attending the property to take back possession of the property from the tenant. Complying a check out report noting any differences against the inventory (if one	£120.00	£144.00

	was carried out prior to the commencement of the tenancy)		
Deposit dilapidation costing fee- fully managed	Arranging for quotes from contractors for any works required to correct any damages caused by the tenant and issuing the costing report to the tenant	£60.00	£72.00
Deposit dilapidation costing fee- Rent collection and Let only	Arranging for quotes from contractors for any works required to correct any damages caused by the tenant and issuing the costing report to the tenant	£120.00	£144.00
DPS Dispute handling fee- fully managed	Submitting evidence to support deductions from a tenants deposit to DPS adjudicator on your behalf	£50.00	£60.00
DPS Dispute handling fee- Rent collection and Let only	Submitting evidence to support deductions from a tenants deposit to DPS adjudicator on your behalf	£80.00	£96.00
DPS Statutory declaration fee- Fully managed	Arranging for the DPS Statutory Declaration for a non-responsive tenant to be witnessed by a Solicitor	£40.00	£40.00
DPS Statutory declaration fee- Rent collection and Let only	Arranging for the DPS Statutory Declaration for a non-responsive tenant to be witnessed by a Solicitor	£65.00	£65.00
Additional property visits	Arranging and attending any property visits as requested by the landlord	£50.00	£60.00
End of tenancy refurbishment quotes	Arranging for quotes to be carried out by contractors for works to be done to bring the property to a lettable condition	£120.00	£144.00
Tenancy renewal fee for negotiating new rents, new tenancy agreement and compliance documents	Negotiating new tenancy terms and conditions with the tenant(s) and arranging a further tenancy agreement.	£160.00	£192.00
Tenancy renewal fee for negotiating new rents, new tenancy agreement and compliance documents- Let Only	Negotiating new tenancy terms and conditions with the tenant(s) and arranging a further tenancy agreement.	£260.00	£312.00
Landlord Rescue Package, Review of existing tenancy, advise and issue compliance documents only	Review existing tenancy agreement and tenancy documents. Issuing of compliance documents only.	£290.00	£348.00
Amendment to property ownership	Updating landlords/property owner details on our records	£35.00	£42.00
Preparation section 3 Notice	Section 3- Notification to Tenant of Transfer of Landlord's interest	£50.00	£60.00
Preparation section 48 Notice	Section 48- Notification by landlord of address for service of notices	£50.00	£60.00
Preparation section 8 Notice- Fully managed and Rent collection	Form NO.3 Notice of intention to begin proceedings for possession of a property in England Let on an Assured Tenancy or an Assured Agricultural Occupancy	£90.00	£150.00
Preparation section 8 Notice- Let only	Form NO.3 Notice of intention to begin proceedings for possession of a property in England Let on an Assured Tenancy or an Assured Agricultural Occupancy	£150.00	£180.00
Preparation section 21 Notice- Fully managed and Rent collection	Form NO. 6A Notice requiring possession of property in England Let on An Assured Shorthold Tenancy	£80.00	£96.00
Preparation section 21 Notice Let only	Form NO. 6A Notice requiring possession of property in England Let on An Assured Shorthold Tenancy	£150.00	£180.00
Hand Delivery of notices with proof of service- Fully managed and Rent collection	Attending the property to hand deliver the notice, proof of service will be included	£35.00	£42.00
Hand Delivery of notices with proof of service- Rent collection	Attending the property to hand deliver the notice, proof of service will be included	£50.00	£60.00
New tenancy agreement	Preparing a new tenancy agreement	£120.00	£144.00