

Explanation	Without vat	Inc vat
Arrange for an EPC to be carried out by an assessor at the property	£90.00	£90.00
Arrange for a Gas Safety Certificate to be carried out by a Gas Safe registered engineer at the property	£60.00	£60.00
Arrange for a boiler service to be carried out by a Gas Safe Registered engineer	£60.00	£60.00
Take out rent guarantee insurance on your behalf. For details of the cover please call us on 01922 723743	£300.00	£360.00
Take out rent guarantee insurance on your behalf. For details of the cover please call us on 01922 723743	£450.00	£540.00
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.	£210.00	£210.00
Register the Deposit with DPS under our Agent account	£30.00	£36.00
Register the Deposit with DPS under our Agent account	£50.00	£60.00
Comply an inventory prior to the commencement of the tenancy detailing the condition of the property pre tenancy	£120.00	£144.00
Comply an inventory prior to the commencement of the tenancy detailing the condition of the property pre tenancy	£150.00	£180.00
Include any special conditions within the tenancy for example pet permission clause	£15.00	£18.00
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 additional keys to be cut- this does not include the cost of the duplicate key(s)	£30.00	£36.00
Visiting the property to take up to date images of any changes/improvements and adding them to the existing inventory	£35.00	£42.00
Contacting energy provider and arranging for new top key(s)/card(s) to be issued	£50.00	£60.00
Period statement covering the tax year showing income and expenses	£10.00	£12.00
Providing landlord duplicate statements which have already been issued	£5.00	£6.00
Attending court hearings for repossession in order to give evidence if required	£150.00	£180.00
Attending the property with the bailiffs to acquire possession of the property	£150.00	£180.00
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)	£120.00	£144.00
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

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Submitting evidence to support deductions from a tenants deposit to DPS adjudicator on your behalf	£50.00	£60.00
Submitting evidence to support deductions from a tenants deposit to DPS adjudicator on your behalf	£80.00	£96.00
Arranging for the DPS Statutory Declaration for a non-responsive tenant to be witnessed by a Solicitor	£40.00	£40.00
Arranging for the DPS Statutory Declaration for a non-responsive tenant to be witnessed by a Solicitor	£65.00	£65.00
Arranging and attending any property visits as requested by the landlord	£50.00	£60.00
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
Negotiating new tenancy terms and conditions with the tenant(s) and arranging a further tenancy agreement.	£160.00	£192.00
Negotiating new tenancy terms and conditions with the tenant(s) and arranging a further tenancy agreement.	£260.00	£312.00
Review existing tenancy agreement and tenancy documents. Issuing of compliance documents only.	£290.00	£348.00
Updating landlords/property owner details on our records	£35.00	£42.00
Section 3- Notification to Tenant of Transfer of Landlord's interest	£50.00	£60.00
Section 48- Notification by landlord of address for service of notices	£50.00	£60.00
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
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
Form NO. 6A Notice requiring possession of property in England Let on An Assured Shorthold Tenancy	£80.00	£96.00
Form NO. 6A Notice requiring possession of property in England Let on An Assured Shorthold Tenancy	£150.00	£180.00
Attending the property to hand deliver the notice, proof of service will be included	£35.00	£42.00
Attending the property to hand deliver the notice, proof of service will be included	£50.00	£60.00
Preparing a new tenancy agreement	£120.00	£144.00