### Premium Managed Service

Monthly service commission % Tenancy set up From Credit references (per applicant and per guarantor) Deposit registration (per Security Deposit)	19.20% £450.00 £0.00 £114.00 £102.00	16% £375.00 £0.00 £0.00 £95.00
Credit references (per applicant and per guarantor)	£0.00 £0.00 £114.00 £102.00	£0.00 £0.00
	£0.00 £114.00 £102.00	£0.00
Deposit registration (per Security Deposit)	£114.00 £102.00	
	£102.00	£95.00
Gas safety check		
Energy Performance certification		£85.00
Electrical Installation Condition Report and Portable Appliance Test From	£240.00	£200.00
Legionella risk assessment	£108.00	£90.00
Tenancy renewal	£0.00	£0.00
Rent review	£0.00	£0.00
Tenancy check in From	£0.00	£0.00
Tenancy check out From	£0.00	£0.00
'Featured property'' advertising	£0.00	£0.00
Floor plan	£0.00	£0.00
Video tour	£0.00	£0.00
Professional photography, from	£0.00	£0.00
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£0.00	£0.00
2 bed*	£0.00	£0.00
3 bed*	£0.00	£0.00
4 bed*	£0.00	£0.00
5 bed*	£0.00	£0.00
Additional fee, in addition to the above, if fully furnished	£0.00	£0.00
Additional requested property visits (per visit)	£0.00	£0.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£0.00	£0.00
Non-UK residents accounting to HMRC (per tax year)	£120.00	£100.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£0.00	£0.00
Drawing up of documentation if not included in Service level	£0.00	£0.00
Attendance at court	£0.00	£0.00
Early termination of management service with a sitting tenant	£450.00	£375.00
Administration fee for withdrawing from an offer of a tenancy	£240.00	£200.00
Provision of duplicate documents or statements	£0.00	£0.00
Cutting of keys (per key) From	£18.00	£15.00
Service of statutory notices to recover possession (per notice)	£238.80	£199.00

### Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	14.40%	12%
Tenancy set up From	£450.00	£375.00
Credit references (per applicant and per guarantor)	£0.00	£0.00
Deposit registration (per Security Deposit)	£36.00	£30.00
Gas safety check	£114.00	£95.00
Energy Performance certification	£102.00	£85.00
Electrical Installation Condition Report and Portable Appliance Test From	£240.00	£200.00
Legionella risk assessment	£108.00	£90.00
Tenancy renewal	£114.00	£95.00
Rent review	£114.00	£95.00
Tenancy check in From	£0.00	£0.00
Tenancy check out From	£0.00	£0.00
"Featured property" advertising	£30.00	£25.00
Floor plan	£42.00	£35.00
Video tour	£114.00	£95.00
Professional photography, from	£114.00	£95.00
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£84.00	£70.00
2 bed*	£102.00	£85.00
3 bed*	£120.00	£100.00
4 bed*	£138.00	£115.00
5 bed*	£156.00	£130.00
Additional fee, in addition to the above, if fully furnished	£30.00	£25.00
Additional requested property visits (per visit)	£90.00	£75.00
Annual statement of income and expenditure for HMRC purposes (per tax year)	£30.00	£25.00
Non-UK residents accounting to HMRC (per tax year)	£120.00	£100.00
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings	£114.00	£95.00
Drawing up of documentation if not included in Service level	£114.00	£95.00
Attendance at court	£114.00	£95.00
Early termination of management service with a sitting tenant	£450.00	£375.00
Administration fee for withdrawing from an offer of a tenancy	£240.00	£200.00
Provision of duplicate documents or statements	£0.00	£0.00
Cutting of keys (per key) From	£18.00	£15.00
Service of statutory notices to recover possession (per notice)	£238.80	£199.00

#### **Rent Collection Service**

Tenancy set upE450.00E375.00Credit references (per applicant and per guarantor)£30.00£25.00Deposit registration (per Security Deposit)£30.00£25.00Gas safety check£114.00£95.00Energy Performance certification£102.00£250.00Electrical Installation Condition Report and Portable Appliance Test From£240.00£200.00Legionellar isk assessment£108.00£200.00Tenancy renewal£114.00£95.00Tenancy check in From£0.00£00.00Tenancy check out From£0.00£00.00Tenancy check out From£0.00£25.00Floor plan£24.00£20.00Video tour£114.00£95.00Professional photography, from£14.00£95.00Move-In & Check-Out Inventory preparation per report:5114.00£95.00Studio/1 bed* From£84.00£70.00£100.002 bed*£102.00£85.00£130.003 bed*£102.00£85.00£25.003 bed*£102.00£85.00£25.00Additional fee, in addition to the above, if fully furnished£130.00£25.00Additional requested property visits (per visit)£90.00£75.00Additional requested property visits (per visit)£90.00£75.00Additional fee, in addition to the above, if fully furnished£100.00£25.00Non-UK residents accounting to HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year) <th>Description</th> <th>Including VAT</th> <th>Excluding VAT</th>	Description	Including VAT	Excluding VAT
Credit references (per applicant and per guarantor)£30.00£25.00Deposit registration (per Security Deposit)£36.00£30.00Gas safety check£114.00£95.00Energy Performance certification£102.00£88.00Electrical Installation Condition Report and Portable Appliance Test From£240.00£200.00Legionella risk assessment£114.00£95.00Tenancy renewal£114.00£95.00Rent review£114.00£95.00Tenancy check in From£6.00£0.00Tenancy check out From£54.00£0.00Tenancy check out From£14.00£95.00Floar plan£14.00£95.00Floar plan£14.00£95.00Floar plan£14.00£95.00Video tour£14.00£95.00Professional photography, from£14.00£95.00Move-In & Check-Out Inventory preparation per report:5114.00£95.00Studio/1 bed* From£84.00£102.00£100.002 bed*£102.00£100.00£95.003 bed*£126.00£138.00£115.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Nor-UK residents accounting to HMRC (per tax year)£10.00£114.00£95.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£10.00	Monthly service commission %	9.60%	8%
Deposit registration (per Security Deposit) £36.00 £30.00   Gas safety check £114.00 £95.00   Energy Performance certification £102.00 £85.00   Electrical Installation Condition Report and Portable Appliance Test From £240.00 £200.00   Electrical Installation Condition Report and Portable Appliance Test From £108.00 £200.00   Tenancy renewal £114.00 £95.00 £00.00   Rent review £114.00 £95.00 £0.00 £0.00   Tenancy check in From £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £25.00 £45.00 £45.00 £45.00 £45.00 £45.00 £45.00 £45.00 £50.00 £25.00 £10.00 £0.00 £0.00 £0.00 £0.00 £25.00 £114.00 £95.00   Freatured property" advertising £30.00 £25.00 £114.00 £95.00 £114.00 £95.00 £114.00 £95.00 £114.00 £95.00 £114.00 £95.00 £120.00 £10	Tenancy set up	£450.00	£375.00
Gas safety check£114.00£95.00Energy Performance certification£102.00£885.00Electrical Installation Condition Report and Portable Appliance Test From£240.00£200.00Legionella risk assessment£108.00£90.00Tenancy renewal£114.00£95.00Rent review£114.00£95.00Tenancy check in From£0.00£0.00Tenancy check out From£54.00£25.00Tenancy check out From£114.00£95.00Tenancy check out From£114.00£95.00Teorapty ' advertising£30.00£25.00Floor plan£114.00£95.00Video tour£114.00£95.00Professional photography, from£114.00£95.00Move-In & Check-Out Inventory preparation per report:5Studio/1 bed* From£84.00£70.002 bed*£102.00£85.005 bed*£156.00£130.004 bed*£138.00£115.005 bed*£156.00£25.00Additional requested property visit (per visit)£90.00£75.00Additional requested property visits (per visit)£90.00£75.00Additional requested for gispute adjudication or court proceedings£114.00£95.00Drawing up of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00£75.00Administration of management service with a sitting tenant£14.00£95.00Attendance at court£114.	Credit references (per applicant and per guarantor)	£30.00	£25.00
Energy Performance certification £102.00 £85.00   Electrical Installation Condition Report and Portable Appliance Test From £240.00 £200.00   Legionella risk assessment £108.00 £90.00   Tenancy renewal £114.00 £95.00   Rent review £114.00 £95.00   Tenancy check in From £0.00 £0.00   Tenancy check out From £54.00 £45.00   "Featured property" advertising £30.00 £25.00   Floor plan £42.00 £35.00   Video tour £114.00 £95.00   Professional photography, from £14.00 £95.00   Move-In & Check-Out Inventory preparation per report: Studio/1 bed* From £84.00 £70.00   3 bed* £102.00 £85.00 £130.00 £100.00 £100.00   Additional fee, in addition to the above, if fully furnished £100.00 £100.00 £100.00 £25.00   Additional fee, in addition to the above, if fully furnished £30.00 £25.00 Additional fee, in addition to the above, if fully furnished £30.00 £25.00 Addition.00 </td <td>Deposit registration (per Security Deposit)</td> <td>£36.00</td> <td>£30.00</td>	Deposit registration (per Security Deposit)	£36.00	£30.00
Electrical Installation Condition Report and Portable Appliance Test From £240.00 £200.00   Legionella risk assessment £108.00 £90.00   Tenancy renewal £114.00 £95.00   Rent review £114.00 £90.00   Tenancy check in From £00.00 £0.00   Tenancy check out From £54.00 £45.00   Featured property" advertising £30.00 £25.00   Floor plan £114.00 £95.00   Video tour £114.00 £95.00   Professional photography, from £141.00 £95.00   Move-In & Check-Out Inventory preparation per report: 514.00 £84.00 £70.00   Studio/1 bed* From £84.00 £102.00 £85.00   A bed* £102.00 £85.00 £103.00 £100.00   A bed* £102.00 £85.00 £103.00 £25.00   Additional fee, in addition to the above, if fully furnished £102.00 £100.00   Additional requested property visits (per visit) £102.00 £25.00   Non-UK residents accounting to HMRC (per tax year)	Gas safety check	£114.00	£95.00
Legionella risk assessment £108.00 £90.00   Tenancy renewal £114.00 £95.00   Rent review £114.00 £95.00   Tenancy check in From £0.00 £0.00   Tenancy check out From £54.00 £45.00   "Featured property" advertising £30.00 £25.00   Floor plan £42.00 £35.00   Video tour £114.00 £95.00   Professional photography, from £114.00 £95.00   Move-In & Check-Out Inventory preparation per report: 514.00 £100.00   Studio/1 bed* From £84.00 £70.00   2 bed* £102.00 £85.00   3 bed* £118.00 £113.00   5 bed* £102.00 £85.00   Additional fee, in addition to the above, if fully furnished £130.00 £25.00   Additional requested property visits (per visit) £90.00 £75.00   Additional requested property visits (per visit) £90.00 £75.00   Additional requested property visits (per visit) £90.00 £75.00   Non-UK resident	Energy Performance certification	£102.00	£85.00
Tenancy renewal £114.00 £95.00   Rent review £114.00 £95.00   Tenancy check in From £0.00 £0.00   Tenancy check out From £54.00 £45.00   "Featured property" advertising £30.00 £25.00   Floor plan £42.00 £35.00   Video tour £114.00 £95.00   Professional photography, from £114.00 £95.00   Move-In & Check-Out Inventory preparation per report: £114.00 £95.00   Studio/1 bed* From £84.00 £70.00   2 bed* £102.00 £85.00   3 bed* £118.00 £110.00   5 bed* £116.00 £100.00   4 bed* £138.00 £115.00   Studitional fee, in addition to the above, if fully furnished £30.00 £25.00   Additional requested property visits (per visit) £90.00 £75.00   Annual statement of income and expenditure for HMRC purposes (per tax year) £30.00 £25.00   Non-UK residents accounting to HMRC (per tax year) £30.00 £25.00   Draw	Electrical Installation Condition Report and Portable Appliance Test From	£240.00	£200.00
Rent review £114.00 £95.00   Tenancy check in From £0.00 £0.00   Tenancy check out From £54.00 £45.00   "Featured property" advertising £30.00 £25.00   Floor plan £42.00 £35.00   Video tour £114.00 £95.00   Professional photography, from £114.00 £95.00   Move-In & Check-Out Inventory preparation per report: 5 5   Studio/1 bed* From £84.00 £70.00   2 bed* £102.00 £85.00   3 bed* £120.00 £100.00   4 bed* £138.00 £100.00   5 bed* £102.00 £85.00   Additional fee, in addition to the above, if fully furnished £30.00 £25.00   Additional requested property visits (per visit) £90.00 £75.00   Annual statement of income and expenditure for HMRC purposes (per tax year) £30.00 £25.00   Non-UK residents accounting to HMRC (per tax year) £114.00 £95.00   Drawing up of documents for dispute adjudication or court proceedings £114.00 £95.0	Legionella risk assessment	£108.00	£90.00
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Floor plan£42.00£35.00Video tour£114.00£95.00Professional photography, from£114.00£95.00Move-In & Check-Out Inventory preparation per report:£84.00£70.002 bed*£102.00£85.003 bed*£102.00£100.004 bed*£138.00£115.005 bed*£156.00£130.006 bed*£156.00£130.007 bed*£102.00£25.00Additional fee, in addition to the above, if fully furnished£30.00£25.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£100.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Preparation of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00£375.00Attendance at court£114.00£95.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£240.00Provision of duplicate documents or statements£0.00£0.00£0.00Cutting of keys (per key) From£18.00£15.00£15.00	Tenancy check out From	£54.00	£45.00
Video tour£114.00£95.00Professional photography, from£114.00£95.00Move-In & Check-Out Inventory preparation per report:Studio/1 bed* From£84.00£70.002 bed*£102.00£85.003 bed*£102.00£85.004 bed*£138.00£100.005 bed*£156.00£100.005 bed*£156.00£130.006 bed*£156.00£130.007 bed*£156.00£130.009 bed*£156.00£150.009 bed*£156.00£150.009 bed*£100.00£25.009 Additional fee, in addition to the above, if fully furnished£30.00£25.009 Additional requested property visits (per visit)£120.00£100.009 Additional requested property visits (per visit)£120.00£100.009 Non-UK residents accounting to HMRC (per tax year)£120.00£100.009 Preparation of documents for dispute adjudication or court proceedings£114.00£95.009 Drawing up of documents for dispute adjudication or court proceedings£114.00£95.009 Attendance at court£114.00£95.00£114.00£95.009 Attendance at court£114.00£95.00£114.00£95.009 Attendance at court£114.00£95.00£114.00£95.009 Attendance at court£114.00£95.00£15.00£00.009 Attendance at court£114.00£95.00£15.009 Attendance for withdrawing from an offer of a	"Featured property" advertising	£30.00	£25.00
Professional photography, from£114.00£95.00Move-In & Check-Out Inventory preparation per report:Studio/1 bed* From£84.00£70.002 bed*£102.00£85.003 bed*£102.00£85.004 bed*£138.00£100.005 bed*£138.00£115.005 bed*£156.00£130.00Additional fee, in addition to the above, if fully furnished£30.00£25.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Drawing up of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00£375.00Attendance at court£114.00£95.00£375.00Addininistration fee for withdrawing from an offer of a tenancy£240.00£375.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Floor plan	£42.00	£35.00
Move-In & Check-Out Inventory preparation per report:Studio/1 bed* From£84.00£70.002 bed*£102.00£85.003 bed*£102.00£85.004 bed*£138.00£110.004 bed*£138.00£115.005 bed*£156.00£130.00Additional fee, in addition to the above, if fully furnished£30.00£25.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year)£1120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Drawing up of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00£375.00Administration of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£18.00£15.00	Video tour	£114.00	£95.00
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2 bed*£102.00£85.003 bed*£102.00£100.004 bed*£138.00£115.005 bed*£136.00£130.00Additional fee, in addition to the above, if fully furnished£30.00£25.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Drawing up of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00£375.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Move-In & Check-Out Inventory preparation per report:	'	
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4 bed*£138.00£115.005 bed*£136.00£1130.00Additional fee, in addition to the above, if fully furnished£30.00£25.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Drawing up of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00£375.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£00.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	2 bed*	£102.00	£85.00
5 bed*£156.00£130.00Additional fee, in addition to the above, if fully furnished£30.00£25.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Drawing up of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£0.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	3 bed*	£120.00	£100.00
Additional fee, in addition to the above, if fully furnished£30.00£25.00Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Preparation of documents for dispute adjudication or court proceedings£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	4 bed*	£138.00	£115.00
Additional requested property visits (per visit)£90.00£75.00Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£95.00Preparation of documents for dispute adjudication or court proceedings£114.00£95.00Drawing up of documentation if not included in Service level£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	5 bed*	£156.00	£130.00
Annual statement of income and expenditure for HMRC purposes (per tax year)£30.00£25.00Non-UK residents accounting to HMRC (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):£114.00£95.00Preparation of documents for dispute adjudication or court proceedings£114.00£95.00Drawing up of documentation if not included in Service level£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£15.00	Additional fee, in addition to the above, if fully furnished	£30.00	£25.00
Non-UK residents accounting to HMRC (per tax year)£120.00£100.00Hourly rate for work not included in your service level (non-exhaustive list below):Preparation of documents for dispute adjudication or court proceedings£114.00£95.00Drawing up of documentation if not included in Service level£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£0.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Additional requested property visits (per visit)	£90.00	£75.00
Hourly rate for work not included in your service level (non-exhaustive list below):Preparation of documents for dispute adjudication or court proceedings£114.00£95.00Drawing up of documentation if not included in Service level£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Annual statement of income and expenditure for HMRC purposes (per tax year)	£30.00	£25.00
Preparation of documents for dispute adjudication or court proceedings£114.00£95.00Drawing up of documentation if not included in Service level£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Non-UK residents accounting to HMRC (per tax year)	£120.00	£100.00
Drawing up of documentation if not included in Service level£114.00£95.00Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Hourly rate for work not included in your service level (non-exhaustive list below	):	
Attendance at court£114.00£95.00Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Preparation of documents for dispute adjudication or court proceedings	£114.00	£95.00
Early termination of management service with a sitting tenant£450.00£375.00Administration fee for withdrawing from an offer of a tenancy£240.00£200.00Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Drawing up of documentation if not included in Service level	£114.00	£95.00
Administration fee for withdrawing from an offer of a tenancy£240.00Provision of duplicate documents or statements£0.00Cutting of keys (per key) From£18.00	Attendance at court	£114.00	£95.00
Provision of duplicate documents or statements£0.00£0.00Cutting of keys (per key) From£18.00£15.00	Early termination of management service with a sitting tenant	£450.00	£375.00
Cutting of keys (per key) From£18.00£15.00	Administration fee for withdrawing from an offer of a tenancy	£240.00	£200.00
	Provision of duplicate documents or statements	£0.00	£0.00
Service of statutory notices to recover possession (per notice) £238.80 £199.00	Cutting of keys (per key) From	£18.00	£15.00
	Service of statutory notices to recover possession (per notice)	£238.80	£199.00

#### **Tenant Find Service**

Description	Including VAT	Excluding VAT
Tenant Find fee	500	500
"Featured property" advertising	£30.00	£25.00
Floor plan	£42.00	£35.00
Video tour	£114.00	£95.00
Professional photography, from	£114.00	£95.00
Move-In & Check-Out Inventory preparation per report:		

Hourly rate for work not included in your service level (non-exhaustive list below):