

OUR LETTINGS SERVICES:

	Premium Management	Full Management	Rent Management	Let Only	Advertising Only
Property Valuation	●	●	●	●	●
Professional Marketing	●	●	●	●	●
Negotiating & Preparing Tenancy Agreement	●	●	●	●	
Tenant Referencing and Right to Rent Checks	●	●	●	●	
Initial Rent & Deposit Collection	●	●	●	●	
Deposit Compliance Protection (annual charge applies)	●	●	●	●	
Arranging Safety Compliance Documents	●	●	●	●	
Tenancy Renewals (charge applies)	●	●	●	●	
Professional Inventory (charge applies)	●	●	●	Available upon request	
Rent & Legal Expenses Protection Policy Available (Please note this is subject to an additional charge, with the exception of premium management where this is included as standard)	●	●	●		
Tenancy Rent Processing	●	●	●		
Arrears Chasing	●	●	●		
Follow Up Right to Rent Checks	●	●	●		
Safety Compliance Document Reminders	●	●	●		
Routine Property Visits	●	●			
Service Provider Notice for Change of Occupant	●	●			
End of Tenancy Assistance & Dispute Handling (charges apply)	●	●			
Additional Tenancy Related Charges to be Included; Rent & Legal Protection, Section Notices, Tenancy Renewals & Annual Deposit Registration	●				
Fee Payable for Service (excluding VAT)	15% of monthly rent + £350.00 set up*	10% of monthly rent + £350.00 set up*	5% of monthly rent + £250.00 set up*	75% of monthly rent or a minimum of £600.00	£250.00
Fee Payable for Service (including VAT)	18% of monthly rent + £420.00 set up*	12% of monthly rent + £420.00 set up*	6% of monthly rent + £300.00 set up*	90% of monthly rent or a minimum of £720.00	£300.00

* Includes referencing fee for first 2 applicants



ADDITIONAL CHARGES:

	Excluding VAT	Including VAT
Property Re-Let Fee all 'managed' services (includes referencing fee for first 2 applicants)	As per set up fee	As per set up fee
Additional Tenant Referencing Fee (payable per reference if more than 2 applicants)	£40.00	£48.00
Annual Deposit Compliance Fee	£25.00	£30.00
Management Takeover Set Up Fee	£200.00	£240.00
Unfurnished Studio/One Bedroom Property Inventory	£100.00	£120.00
Unfurnished Two Bedroom Property Inventory	£120.00	£144.00
Unfurnished Three Bedroom Property Inventory	£150.00	£180.00
Unfurnished Four Bedroom Property Inventory	£180.00	£216.00
Unfurnished Five Bedroom Plus+ Inventory (price dependent on size)	Min £220.00	Min £264.00
Furnished Property Additional Charge	£50.00	£60.00
Unfurnished Property Check Out Inventory Fee	50% of inventory fee as priced above	60% of inventory fee as priced above
Unfurnished Property Check Out Inventory Fee (Let Only Properties)	£100.00	£120.00
Deposit Dispute Handling	£100.00	£120.00
Energy Performance Certificate	£100.00	£120.00
Electrical Installation Certificate (charge dependant on size of property)	From £150.00	From £180.00
Gas Safety Certificate	From £75.00	From £90.00
Smoke/Carbon Monoxide Alarm Supply & Position (per alarm)	£60.00	£72.00
Portable Appliance Test	From £60.00	From £72.00
Legionnaires Risk Assessment	From £75.00	From £90.00
Tenancy Renewal Fee	£100.00	£120.00
Work Supervision and Arrangement Fees	10% of invoice total	12% of invoice total
Annual Income & Expenditure Statement	£50.00	£60.00
Withdrawal Fee (if you instruct us to proceed with a tenancy and then withdraw your instruction)	£500.00 or One Month Rent, whichever is greater	£600.00 or One Month Rent, whichever is greater
Selling The Property to The Tenant We Introduced	£1300.00	£1560.00
Selling The Property Through Webbs Estate Agents	£1800.00	£2160.00
Service of Section 13 Notice	£60.00	£72.00
Service of Section 21 Notice to Quit	£100.00	£120.00
Service of Section 8 Notice to Quit	£100.00	£120.00
Key Cutting (the price does not include the cost of the key which will be added to the invoice)	£10.00	£12.00
Rent Guarantee Insurance for a 12 Month Term (1 x annual payment)	£300.00	£360.00
Rent Guarantee Insurance for a 12 Month Term (12 x monthly instalments)	£32.50	£39.00
Court Attendances (charged per day)	£250.00	£300.00