

# Schedule of Commission Fees and Charges

## Key

✓ = included in service level

⊕ = included in service level at additional costs

	Tenant Find 10% +VAT <small>(12% incl. VAT) of the first 6 months' rent (Minimum fee £720 incl. VAT)</small>	Rent Collection 9% +VAT <small>(10.8% incl. VAT)  Setup fee (£300 incl. VAT)</small>	Full Management 11% +VAT <small>(13.2% incl. VAT)  Setup fee (£300 incl. VAT)</small>	Executive 14% +VAT <small>(16.8% incl. VAT)  Setup fee (£210 incl. VAT)</small>
Free rental appraisal	✓	✓	✓	✓
Accompanied viewings	✓	✓	✓	✓
Online advertising and marketing plan: Rightmove / Zoopla / Prime Location / company website	✓	✓	✓	✓
Tenancy agreement	✓	✓	✓	✓
Right to Rent checks	✓	✓	✓	✓
Tenant referencing	⊕	✓	✓	✓
Deposit Protection Facility <sup>3</sup>	⊕	✓	✓	✓
Energy Performance Certificate (EPC) <sup>3</sup>	⊕	⊕	⊕	⊕
Gas Safety Certificate <sup>3</sup>	⊕	⊕	⊕	⊕
Professional schedule of condition / inventory <sup>1</sup>	⊕	⊕	⊕	✓
Rent and legal protection cover <sup>2</sup>	⊕	⊕	⊕	✓
Online landlord portal (accessible 24/7)		✓	✓	✓
Monthly landlord statements		✓	✓	✓
Renewals / Rent reviews		⊕	⊕	✓
Annual income and expenditure reports (on request)		✓	✓	✓
Rent arrears and recovery		✓	✓	✓
Serve all legal notices		✓	✓	✓
Tenant checkout service and report		✓	✓	✓
Deposit reconciliation		✓	✓	✓
Property maintenance / online troubleshoot and reporting system for tenants			✓	✓
Property inspections and report			✓	✓
Arranging wear and tear / damage remedial work			✓	✓

## Extra Costs Breakdown

### 1 Professional Schedule of Condition / Inventory

No of Bedrooms	Unfurnished	Fully / Part Furnished
Studio	£72 incl. VAT	Quotation available on request
1 Bedroom	£96 incl. VAT	
2 Bedroom	£132 incl. VAT	
3 Bedroom	£162 incl. VAT	
4 Bedroom	£192 incl. VAT	
5 Bedroom	£216 incl. VAT	
6 Bedroom	£240 incl. VAT	

### 2 Rent and Legal Protection

Flat fee
£240 incl. VAT

### 3 Miscellaneous

Item	Cost
Renewal Fee	£120 incl. VAT
EPC	£120 incl. VAT
Gas Safety Certificate	£100 incl. VAT
Deposit Protection Facility (Tenant Find service only)	£72 incl. VAT
Tenant Referencing (Tenant Find service only)	£90 incl. VAT pp