Schedule of Fees

Rent Collection

- Comprehensive marketing of the Property and accompanied viewings
- Tenant and guarantor referencing and affordability checks
- Right to Rent and OFSI checks on all applicants prior to commencement of the Tenancy
- Preparation and execution of the Tenancy Agreement
- Preparation and service of the Written Statement of Terms (RRA 2025)
- Service of all Prescribed Information and pre-tenancy documentation
- Service of the Renters' Rights Act 2025 Information Sheet
- Landlord identity, proof of ownership and financial sanctions checks
- Deposit protection with TDS Insured
- Rent collection and reconciliation of all rent payments
- Arrears management and issue of rent reminders
- Monthly rental statements (free of charge)
- Organisation of statutory safety certificates at the Landlord's written request and cost
- Organisation of professional cleaning and inventory (check-in and check-out) services at the Landlord's written request and cost
- Annual rent review service delivered by the Tenancy Services Department
- Rent and Legal Protection Service available (see Schedule of Fees)

Set-up Fee: £395 + VAT (£474 inc VAT) — one-off fee payable at commencement of tenancy
Ongoing Rent Collection Fee: 12% + VAT (14.4% inc VAT) — payable monthly for the duration the introduced Tenant remains in occupation

The Agent will collect rent in accordance with the Terms and Conditions of Business agreed by the Landlord. Where the Landlord does not have the Rent and Legal Protection Service in place, the Agent's obligation in the event of rent arrears is limited to chasing arrears through normal correspondence only. Any formal legal or possession proceedings shall be the sole responsibility of the Landlord.

Tenancy Management Service

- All services included in the Rent Collection Service (above)
- Full day-to-day management of the Property and Tenancy
- Dedicated Tenancy Manager
- AI-powered maintenance triage and repairs coordination
- 24-hour emergency line
- Utilities management
- Pet request management
- Online landlord portal
- Compliance reminders
- Maintenance tracking and reporting
- Property inspections (chargeable — see Schedule of Fees)
- Licence management and PRS Database management
- Ombudsman registration
- Annual rent review service delivered by the Tenancy Services Department
- Rent and Legal Protection Service available (see Schedule of Fees)

Set-up Fee: £350 + VAT (£420 inc VAT) — one-off fee payable at commencement of tenancy
Ongoing Tenancy Management Fee: 15% + VAT (18% inc VAT)— payable monthly and deducted from rent collected

The Agent will manage the Property in accordance with the Terms and Conditions of Business agreed by the Landlord.

Schedule of Fees

Premium Tenancy Management Service

- All services included in the Tenancy Management Service (above)
- 6-monthly property inspections included
- Section 8 notices included
- First-tier Tribunal attendance included
- Rent and Legal Protection Service included
- Tenancy set-up fee included
- Annual rent review service delivered by the Tenancy Services Department

Set-up Fee: Included
Ongoing Premium Tenancy Management Fee: 18% + VAT (21.6% inc VAT) — payable monthly and deducted from rent collected

The Agent will manage the Property in accordance with the Terms and Conditions of Business agreed by the Landlord. All chargeable items listed in the Schedule of Fees below that are marked 'Included' for Premium Tenancy Management are covered within the ongoing management fee.

Schedule of Fees	excl. VAT	inc. VAT
Tenancy referencing and Right to Rent checks (per tenant / per guarantor)	£35	£42
Financial Sanctions checks (per person)	£50	£60
Anti-Money Laundering checks (per person)	£50	£60
Preparation of Assured Periodic Tenancy Agreement	£375	£450
Inventory and Check-In (fee dependent on property size)	From £140	From £168
Check-Out Report (fee dependent on property size)	From £140	From £168
Arranging Gas Safety Certificate (CP12)	£100	£120
Arranging Electrical Installation Condition Report (EICR)	£225	£270
Arranging Energy Performance Certificate (EPC)	£100	£120
Legionella Risk Assessment	£90	£108
Property inspection — Tenancy Management	£65	£78
Quarterly Income and Expenditure Statement upon request – Rent Collect	£150	£180
Quarterly Income and Expenditure Statement upon request – Tenancy Management and Premium Tenancy Management	Included	
Rent and Legal Protection Service — where monthly rent is under £3,000 per calendar month	£65	£78
Rent and Legal Protection Service — where monthly rent is £3,000 per calendar month or above	3.5% (4.2% inc VAT) of monthly rent per month	

Schedule of Fees

	excl. VAT	inc. VAT
Rent and Legal Protection Service — Premium Tenancy Management	Included	
Preparation and service of Section 8 Notice — Rent Collection	£350	£420
Preparation and service of Section 8 Notice — Tenancy Management	£250	£300
Preparation and service of Section 8 Notice — Premium Tenancy Management	Included	
Preparation and service of Section 13(2) Rent Review Notice – Rent Collection	£250	£300
Preparation and service of Section 13(2) Rent Review Notice – Tenancy Management and Premium Tenancy Management	Included	
Administration for Change of Occupier	£100	£120
Preparation of paperwork for, Deposit Dispute or First-tier Tribunal	POA	
Preparation of paperwork for, Deposit Dispute or First-tier Tribunal	POA	
Court Attendance / First-tier Tribunal Attendance — Premium Tenancy Management	Included	
Attendance at Mediation Hearing	POA	
Preparation and administration for HMO/Additional/Selective Licence — Tenancy Management	£400	£480
Preparation and administration for HMO/Additional/Selective Licence — Premium Tenancy Management	Included	

This Schedule of Fees is correct at the date of issue and is subject to review. The Agent reserves the right to amend fees by giving not less than three calendar months' written notice. All fees are exclusive of VAT unless otherwise stated. Fees marked [INSERT FEE] will be confirmed to the Landlord in writing at the time of instruction.