Charges for Existing Tenants:

Reason for Fee	Fee	Total
To add tenant to AST	£150.00 + VAT @ 20%	£180.00
Remove tenant from a AST	£50.00 + VAT @ 20%	£60.00
Copy of AST	£30.00 + VAT @ 20%	£36.00
Change of name on AST	£30.00 + VAT @ 20%	£36.00
Reference for old tenant	£20.00 + VAT @ 20%	£24.00

Charges for Leaseholders:

Reason For Fee	Fee	Total
Copy of Leasehold contract	£30.00 + VAT @ 20%	£36.00
Copy of Service Charge	£30.00 + VAT @ 20%	£36.00
Standard Letter/ Confirmation	£25.00 + VAT @ 20%	£30.00 (Pick up only)
To send the letter out	£10.00 + VAT @ 20%	£12.00 (to send out)
Leasehold Extension	NEGOTIABLE with FREEHOLDER	

Fees for Landlords: ALL NEGOTABLE

-	1 Let Only (6 Months Term)	Let Only (12 months term)	Rent Collection Only	Full Management (Single Property)	Full Management (2 or more properties)
Tenancy Terms	6 months	12 months	As advised by landlord	6 months (minimum AST term)	6 months (minimum AST term)
Agency Terms	When tenant Leaves	-	Minimum 3 months with 3 months notice	Minimum 3 months with 3 months notice	Minimum 3 months with 3 months notice
Management Fee	-	-	-	12.5% of gross monthly rent	15% of gross monthly rent
Letting Fee	10% of 6 months' rent	8% of 12 months' rent	See let only options	5% of gross annual rent	INCLUSIVE
Rent Collection	-	-	5% of gross monthly rent	INCLUSIVE	INCLUSIVE
AST	£40.00	FREE within 12 months	£40.00	FREE	FREE
Tenancy Renewal Fee	10% for first renewal 6% thereafter (of 6 months' rent)	£40 after 12 months	£30.00	FREE	FREE
Re-Let	Review let only options	Review let only options	Review let only options	FREE within 12 months	FREE
Inventory Prep	£100.00	£100.00	£100.00	£100.00 Initially, FREE thereafter	£100.00 Initially, FREE thereafter
Check-In	£100.00	£100.00	£100.00	FREE	FREE
Check-Out	£100.00	£100.00	£100.00	FREE	FREE
Property Maintenance Fee	15% Of total cost of invoice	15% Of total cost of invoice	15% Of total cost of invoice	5% Of total cost of invoice	5% Of total cost of invoice