

OUR LETTINGS SERVICES:

	Premium Management	Full Management	Rent Collection	Let Only	Advertising Only
Property Valuation	●	●	●	●	●
Professional Marketing	●	●	●	●	●
Negotiating & Preparing Tenancy Agreement	●	●	●	●	
Tenant Referencing and Right to Rent Checks	●	●	●	●	
Initial Rent & Deposit Collection	●	●	●	●	
Deposit Protection <small>(annual charge applies)</small>	●	●	●	●	
Arranging Safety Compliance Documents	●	●	●	●	
Tenancy Renewals <small>(charge applies)</small>	●	●	●	●	
Professional Inventory <small>(charge applies)</small>	●	●	●	Available upon request	
Rent & Legal Protection Policy Available <small>(Please note this is subject to an additional charge, with the exception of premium management where this is included as standard)</small>	●	●	●		
Tenancy Rent Processing	●	●	●		
Arrears Chasing	●	●	●		
Follow Up Right to Rent Checks	●	●	●		
Safety Compliance Document Reminders	●	●	●		
Regular Routine Property Visits	●	●			
Service Provider Notice for Change of Occupant	●	●			
End of Tenancy Assistance & Dispute Handling <small>(charges apply)</small>	●	●			
Additional Tenancy Related Charges to be Included; Rent & Legal Protection, Section Notices & Tenancy Renewals	●				
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 + £420.00 set up*	£500.00	£150.00
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 + £420.00 set up*	£600.00	£180.00

* Includes referencing fee for first 2 applicants



ADDITIONAL CHARGES:

	Excluding VAT	Including VAT
Property Re-Let Fee <small>(managed & rent collection services only) includes referencing fee for first 2 applicants</small>	£325.00	£390.00
Additional Tenant Referencing Fee <small>(payable per reference if more than 2 applicants)</small>	£30.00	£36.00
Annual Deposit Registration Fee	£25.00	£30.00
Management Takeover Set Up Fee	£150.00	£180.00
Unfurnished Studio/One Bedroom Property Inventory	£80.00	£96.00
Unfurnished Two Bedroom Property Inventory	£100.00	£120.00
Unfurnished Three Bedroom Property Inventory	£130.00	£156.00
Unfurnished Four Bedroom Property Inventory	£160.00	£192.00
Unfurnished Five Bedroom Plus+ Inventory	Please ask for details <small>(price dependant on square footage)</small>	
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
Deposit Dispute Handling <small>(payable on rent collection & let only services, if required)</small>	£100.00	£120.00
Energy Performance Certificate	£70.00	£84.00
Electrical Installation Certificate <small>(charge dependant on size of property)</small>	From £150.00	From £180.00
Gas Safety Certificate	£80.00	£96.00
Smoke/Carbon Monoxide Alarm Supply & Position <small>(per alarm)</small>	£60.00	£72.00
Portable Appliance Test	£60.00	£72.00
Legionnaires Risk Assessment	£75.00	£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 <small>(if you instruct us to proceed with a tenancy and then withdraw your instruction)</small>	£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	£1250.00	£1500.00
Selling The Property Through Webbs Estate Agents	£1750.00	£2100.00
Service of Section 13 Notice	£60.00	£72.00
Service of Section 21 Notice to Quit	£60.00	£72.00
Service of Section 8 Notice to Quit	£60.00	£72.00
Key Cutting <small>(the price does not include the cost of the key which will be added to the invoice)</small>	£10.00	£12.00
Rent Guarantee Insurance for a 12 Month Term <small>(1 x annual payment)</small>	£300.00	£360.00
Rent Guarantee Insurance for a 12 Month Term <small>(12 x monthly instalments)</small>	£35.00	£42.00
Court Attendances <small>(charged per day)</small>	£200.00	£240.00