

Fees Guide

Our management fees are taken as a percentage of the gross rents due for the period of the tenancy. The letting charge is deducted in addition to this from the initial monies for each new tenancy.

Service	Letting Charge	Management Charge		
Top Dog Managment	£400 ex. VAT £480 inc. VAT	Rent up to £1500pcm	15% ex. VAT	18% inc. VAT
		Rent over £1500pcm	14% ex. VAT	16.8% inc. VAT
Rent Collection and Legal Guidance	£400 ex. VAT £480 inc. VAT	Rent up to £1500pcm	10% ex. VAT	12% inc. VAT
		Rent over £1500pcm	9.5% ex. VAT	12.6% inc. VAT
Letting Service Only		Fee equivalent to 50% of the first months rent +VAT. Minimum charge of £1000.00 +VAT	Minimum charge of £1200.00 inc VAT	

Additional Fees and Charges

Additional items and other expenses will be charged according to the fees defined below.

Video Tours, Aerial Photos and/ or Drone Footage Our professional photographers can produce elevated images using drones, and can produce showreels for virtual viewings, promoting your property across social media.	Quotation provided following initial consultation
Pet Referencing Pet referencing checks can be obtained through a third-provider when requested.	£15 inc VAT (£12.50 +VAT) per pet reference required
Guarantor Referencing Guarantor referencing checks can be obtained through a third-provider when required. Included within our Top Dog management service.	£15 inc VAT (£12.50 +VAT) per pet reference required
Maintenance Arrangement Fee This fee applies to Letting Only and Rent Collection services for arranging and facilitating statutory compliance checks and/or maintenance works when not provided or undertaken by the landlord. This is charged in addition to the cost of the checks and/ or works instructed.	12% inc VAT (10% +VAT) of the total cost for all compliance checks/ maintenance works instructed.
Administration of Major Works or Refurbishment This fee applies to all managed landlords, for arranging and facilitating major works or property refurbishment. This is charged in addition to the cost of the works instructed, and applies to all works over £1000.00.	12% inc VAT (10% +VAT) of the total cost for all major works or refurbishment instructed.

Fees Guide - Continued

Mid-Tenancy Management Take-On Available to Let-Only landlords, as well as landlords joining us from other managing agents, to cover the costs associated with taking over management of an ongoing tenancy.	Set Up Fee £300 inc VAT (£250+ VAT) per tenancy
Preparation and Serving of Legal Notices This fee is payable for the preparation and serving of either a Section 21, Section 8 and/ or Section 13 notice.	£120 inc VAT (£100+VAT)
Landlord Withdrawal Fee To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.	£360 inc VAT (£300+VAT)
Sundry Charges There may be other fees payable for works carried out on your behalf, which goes beyond reasonable day to day requirements. Please note, you will be advised of this charge prior to any works commencing.	Hourly rate of £60 inc VAT (£50+VAT)
Tenancy Renewal Fee This covers the costs associated with contract negotiations as well as amending, updating and arranging a further tenancy agreement should both parties agree.	£72 inc VAT (£60 +VAT)
TDS Disputes The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.	£120 inc VAT (£100+VAT)
Additional Property Visits Should the landlord request property visits in addition to those included within their agreed service level, this covers the costs of attending the property and preparation of a report.	£60 inc VAT (£50+VAT)
Check-In Attending the property to welcome the tenant(s), confirm receipt of the Inventory and Schedule of Condition, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory. This fee applies to Rent Collection and Letting Only tenancies.	£60 inc VAT (£50+VAT)
Check-Out Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit. This fee applies to Rent Collection and Letting Only tenancies.	£120 inc VAT (£100+VAT)
Inventory Attending the property to undertake an Inventory/ Schedule of Condition. We believe an inventory is essential to protecting your property, and all of our reports are compiled by an independent clerk to be impartial, accurate and independently verified.	Estimates available upon request
Key Cutting If additional keys are required for your property, we are happy to arrange and facilitate this for you. This fee applies in addition to the cost of the keys provided.	£25+VAT (£30 inc VAT)