

OUR FEES

LETTING & MANAGEMENT FEES

The management fees are taken as a percentage of the gross rents due for the period of the tenancy and the letting fee will be deducted from the initial monies for the tenancy.

Service	Letting Fee	Management Fee		
Top Dog Management	£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 Property Management	£400 ex VAT £480 inc VAT	Rent up to £1500pcm	12.5% ex VAT	15% inc VAT
		Rent over £1500pcm	12% ex VAT	14.6% 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		Rent up to £1500 pcm	£600 ex VAT	£720 inc VAT
		Rent over £1500 pcm	£800 ex VAT	£960 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 Two pet referencing reports per tenancy included as standard with our Top Dog service	£15 inc VAT (£12.50 ex VAT) per pet reference required
Guarantor Referencing One guarantor referencing report per tenancy included as standard with our Top Dog service	£15 inc VAT (£12.50 ex VAT) per guarantor reference required
Maintenance Arrangement Fee This fee applies only to our Letting Only and Rent Collection & Legal Guidance landlords, for arranging and facilitating statutory compliance when not provided or undertaken by the landlord. This is charged in addition to the cost of the maintenance works instructed.	12% inc VAT (10% ex VAT) of the total cost for all 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.	12% inc VAT (10% ex VAT) of the total cost for all major works or refurbishment works instructed
Mid-Tenancy Take On Available to our Letting 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. <i>*For landlords who choose to then proceed with our Top Dog management service, a discount of £200 will be applied following the receipt of initial funds.</i>	Set Up Fee £300 inc VAT (£250 ex VAT)* per tenancy
Preparation and serving of legal notices Section 21 and Section 8 notices. Included as standard with our Top Dog service.	£120 inc VAT (£100 ex VAT)
Landlord Withdrawal Fee (before move-in) To cover the costs associated with marketing, advertising and tenancy set-up should the landlord choose to withdraw from the tenancy before it has started.	£360 inc VAT (£300 ex VAT)
Sundry Charges There may be other fees payable for works carried out on your behalf, which goes beyond reasonable day to day requirements. Fee to be agreed in advance of any works.	Hourly Rate £60 inc VAT (£50 ex VAT)
Tenancy Renewal Fee This covers the costs associated with contract negotiation, as well as amending, updating, and arranging a further tenancy agreement if both parties agree.	£72 inc VAT (£60 ex VAT)

OUR FEES

SCHEDULES OF CONDITION, INVENTORIES, INSPECTIONS AND CHECK-OUTS

Schedule of Condition

If you choose us to manage your property, we will create a schedule of condition upon instruction, providing an accurate and detailed report for our records, and for yours.

Inventory

We believe an inventory is essential to protect your property. Our inventory reports are compiled by an independent inventory clerk, and are impartial, accurate and independently verified, lowering the risk of any disputes at the end of tenancy.

Our inventories are available at an additional cost for all landlords based on property size:

	Inventory		
	Unfurnished	Part Furnished	Fully Furnished
1-3 Beds	£90.00 (£108.00 inc VAT)	£100.00 (£120.00 inc VAT)	£110.00 (£132.00 inc VAT)
4-5 Beds	£110.00 (£132.00 inc VAT)	£125.00 (£150.00 inc VAT)	£140.00 (£168.00 inc VAT)
6 Bed+	Price on request	Price on request	Price on request

Check-In

Following the compilation of an inventory report, our independent clerk will meet with your tenant to walk them through your property, record meter readings and sign off this official record to confirm the condition of your property before keys are handed over.

To protect our Top Dog landlords further, we include a check-in as standard. Our check-in service is available at an additional cost for all other landlords, based on property size:

	Check-In		
	Unfurnished	Part Furnished	Fully Furnished
1-3 Beds	£60.00 (£72.00 inc VAT)	£60.00 (£72.00 inc VAT)	£70.00 (£84.00 inc VAT)
4-5 Beds	£70.00 (£84.00 inc VAT)	£70.00 (£84.00 inc VAT)	£75.00 (£90.00 inc VAT)
6 Bed+	£80.00 (£96.00 inc VAT)	£80.00 (£96.00 inc VAT)	£85.00 (£102.00 inc VAT)

Mid-Tenancy Inspections

We understand the importance of good quality mid-tenancy inspections, and believe they are an effective way to minimise maintenance issues and end of tenancy disputes. Our independent clerks create detailed inspection reports with photos which are then made available for our landlords.

Our Rent Collection & Property Management Service includes one inspection per annum, arranged for month 6 of the initial tenancy within a 12-month term.

Our Top Dog Service includes two inspections per annum, arranged for month 3 and month 9 of the initial tenancy within a 12-month term.

Additional inspections can be organised at an additional cost for all other landlords, based on property size:

	Mid-Tenancy Inspection		
	Unfurnished	Part Furnished	Fully Furnished
1-3 Beds	£40.00 (£48.00 inc VAT)	£40.00 (£48.00 inc VAT)	£45.00 (£54.00 inc VAT)
4-5 Beds	£50.00 (£60.00 inc VAT)	£50.00 (£60.00 inc VAT)	£50.00 (£60.00 inc VAT)
6 Bed+	£55.00 (£66.00 inc VAT)	£55.00 (£66.00 inc VAT)	£55.00 (£66.00 inc VAT)

Check-Out

We believe that ending a tenancy should not be stressful. Our independent clerks create an accurate record of the condition of your property at the end of tenancy, recommending who is responsible for any remedial works along with providing photo evidence and taking away any bias, protecting our landlords and reducing the risk of disputes.

If you choose us to manage your property, our check-out reports are included with your service. Deposit negotiations are also included for landlords who have chosen either our Rent Collection & Property Management Service or our Top Dog service.