

Service	Cost Ex VAT	VAT	INC of VAT	Areas offered	Description
Tenant find + setup	£400.00	£80.00	£480.00	Nationwide	Advertise, Viewings, Tenant Selection, Referencing, Key Handover, Deposit Protection, Welcome Pack and Statutory Compliance Documentation, Informing Utilities and Council of Change in Billing Responsibility
Tenant find only				Nationwide	75%+VAT of first months rent with a minimum charge of £599+VAT
Referencing only	£25.00	£5.00	£30.00	Nationwide	Full referencing of tenants to include ID checks, affordability and previous landlord
Acquisition support	£250.00	£50.00	£300.00	Nationwide	Completion, Insurance Organisation, Utilities Organisation, Getting Property "Online"/Ready to Refurb (if any)
Check in photographic inventory report	£150.00	£30.00	£180.00	Nationwide	Rate covers up to a 3 bed, contracted out to third party for independence - extra bedrooms are by quote but indicative pricing would be £40.00 + VAT per extra bedroom
Check out photographic inventory report	£150.00	£30.00	£180.00	Nationwide	Organising key collection, detailed report of property condition including photographs and facilitate deposit return
Single Let Management	10%	2%	12%	Nationwide	Including rent collection, management of all maintenance enquiries, tenant relationship
HMO Management	12.5%	2.5%	15%	Nationwide	Including rent collection, management of all maintenance enquiries, tenant relationship, administration of regular contractors/alarm checks
Registered Provider Management	12%	2.4%	14.4%	Nationwide	Including rent collection, management of all maintenance enquiries, lessee relationship
Commercial Property Management	10%	2%	12%	Nationwide	Including rent collection, management of all maintenance enquiries, tenant relationship
Rent Collection Only	5%	1%	6%	Nationwide	Rent collection into our client account and remittance to the landlord nominated account. Liaising with tenant in the event of non-payment.
Building Management					Bespoke per building - estimated hourly, all buildings with communal obligations, including fire/smoke/heat/CO alarm testing, administrating cleaning and maintenance of communal area, CCTV monitoring where fitted, liaising with utility company for landlord supply, administering internet supply, administering refuse collection services, signage and any other relevant services

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Non-paying tenant in situ (for existing clients)	5%	1%	6%	Nationwide	Fee becomes due on the basis of non-payment of rent after 2 months of management, levied on rent due not rent collected
Statutory Declaration for deposits	£20.00	£4.00	£24.00	Nationwide	Organising Statutory Declarations and attending solicitor offices to be signed and witnessed
CP12 organisation	£20.00	£4.00	£24.00	Nationwide	Administrating the plumber and tenants - this does not include the cost of the heating engineer which can vary nationwide
EPC organisation	£20.00	£4.00	£24.00	Nationwide	Administrating the assessor and tenants - this does not include the cost of the EPC assessor which can vary nationwide
EICR organisation	£20.00	£4.00	£24.00	Nationwide	Administrating the electrician and tenants - this does not include the cost of the electrician which can vary nationwide
Rent Increase Notice	£30.00	£6.00	£36.00	Nationwide	Rental increase notices served in accordance with the Housing Act 1988 including preparation of comparables
Inspection	£49.00	£9.80	£58.80	Nationwide	Administrating and performing inspection
Legionella Risk Assessment	£49.00	£9.80	£58.80	Nationwide	Administrating and performing assessment
Supply Battery Operated (10 year) Sealed Unit Smoke Alarm				Nationwide	Hardwired alarms are recommended - when supplied to tenant this service is provided at cost procured via Amazon or equivalent
Supply Battery Operated (10 year) Sealed Unit Carbon Monoxide Detector				Nationwide	Hardwired alarms are recommended - when supplied to tenant this service is provided at cost procured via Amazon or equivalent
Supply and fit Keysafe	£50.00	£10.00	£60.00	Within 90 mins travel of B90	This is a bolt-on service only - further afield this is contracted out and provided at cost
Organise and administrate hard wired smoke/heat alarm fitting	£20.00	£4.00	£24.00	Nationwide	Administrating the electrician and tenants - this does not include the cost of the electrician
Issue of Eviction Notice	On application			Nationwide	This is contracted out to a specialist – current costs start from £75 no VAT per notice, please confirm
Specialist Eviction Services (including	On application			Nationwide	This is contracted to an expert third party who does this day in, day out.

preparation of documents, court appearances)					
Discounted Boiler Ordering, Coordination and PM	£86.25	£17.25	£103.50	Nationwide	We will facilitate a discounted boiler with ancillaries to you or your contractor and coordinate the fluent ordering, delivery and PM to the most convenient location
Discounted Kitchen Ordering, Coordination and PM	£172.50	£34.50	£207.00	Nationwide	We will facilitate the ordering of your new and discounted kitchen from Magnet. This will include a kitchen with a discount of up to 73%, advice on suitability and design, all liaison with Magnet, supply of proofs and wireframe drawings, coordination of delivery.
Mini refurbishment - cost £0-£3000	£402.50	£80.50	£483.00	Nationwide	Includes investigation, schedule of works, tender for contract and PM
Mini refurbishment - Refurbishment cost £3000+	£632.50	£126.50	£759.00	Nationwide	Includes investigation, schedule of works, tender for contract and PM
Insurance Administration	£30.00	£6.00	£36.00	Nationwide	Annual renewal of Insurance. Administration of changes, for example new lender, dealing with any claims
Bookkeeping Services	£28.00/hr	£5.60/hr	£33.60/hr	Nationwide	All bookkeeping duties with a fully qualified AAT bookkeeper
External Landlord Maintenance Jobs	£75.00	£15.00	£90.00	Nationwide	Arranging, administrating and problem solving a maintenance issue for an external Landlord. Does not include the contractor's fee.
Ad hoc hourly services (subject to costs e.g. mileage)	£23.00/hr	£4.60/hr	£27.60/hr	Nationwide	Including but not limited to: Utility company initial setup/change of meters/inherited problems.
Tenancy Deposit Disputes (mediation and beyond)	£25.00	£5.00	£30.00	Nationwide	When a tenant refuses DPS guideline-compliant deposit negotiation, and evidence is required to be submitted to the mediator.

We also offer various administrative options which you may wish to add on to your tenancy management:

Company Admin:

Provision of registered office address, post processed scanned and filed, relevant docs Emailed to Landlords, necessary calls made where relevant, administration of utilities and council tax during voids and holding the position of being authorised to act on behalf of the Landlord.



Payments Admin:

Logging on to chosen banks, setting up of direct debits and standing orders, paying of invoices, filing invoices, liaising with invoicer and liaison with Landlords.

Number of Properties	Company Admin cost per month	Payments Admin cost per month
0-5	£27.50 + VAT	£27.50 + VAT
6-15	£37.50 + VAT	£37.50 + VAT
16-30	£47.50 + VAT	£47.50 + VAT
31-50	£57.50 + VAT	£57.50 + VAT
51+	£67.50 + VAT	£67.50 + VAT

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