Initial Charges	Fee excl. VAT	Fee incl. VAT	
Tenancy Agreement	£150	£180	
Referencing (incl. Right to Rent Checks)	£50 per applicant	£60 per applicant	
Inventory / Statement of Condition	15% of monthly rent	18% of monthly rent	
(Subject to a maximum fee based on			
property value)			
Deposit Registration	£50	£60	
EPC and Floor Plan	£100	£120	
Legionnaires Test	£75	£90	
Renewals			
Fixed Term Renewal	2.5% plus VAT of the rent agreed beyond the initial 12 month term, payable annually in advance (3% incl. VAT)		
Rent Review Letter	£100	£120	
End of Tenancy	Fee excl. VAT	Fee incl. VAT	
Checkout Report	12.5% of monthly rent	15% of monthly rent	
(Subject to a maximum fee based on			
property value)			
Checkout Administration Fee	£160	£192	
Deposit Return (only payable in absence of a formal checkout)	£60	£72	
Negotiating a Deposit / Registering a Dispute / Service of Notice	£100 per hour	£120 per hour	
Additional Fees	Fee excl. VAT	Fee incl. VAT	
Letter of Variation / Notices	£110	£132	
Additional Management Visits	£85 per visit	£102 per visit	
Arrangement and Supervision Fee for Works over £500	10% of net cost	12% of net cost	
NRLS (Non-Resident Landlord Scheme)			
Registered Landlords (per annum)	£85	£102	
Non-registered Landlords (per annum)	£135	£162	
Void Management	£100 per fortnight	£120 per fortnight	
Court Attendance	£450 per day	£540 per day	
Introduction Fee (if property is sold to a	1% plus VAT based on	1.2%	
Tenant introduced by TCHC)	the total sale price		

Service Table (Additional Fees may apply)	Tenant	Rent	
	Find	Collect	Full Management
Property Appraisal	✓	✓	✓
Property Marketing	✓	✓	✓
To Let Board	✓	✓	✓
Accompanied Viewings and Feedback	✓	✓	✓
Offer Negotiation	✓	✓	✓
Bespoke Tenancy Agreement			✓
Collect First Months' Rental	✓	✓	✓
Collect Deposit and Register with the Tenancy Deposit Scheme (TDS)			✓
Pre-Tenancy Discussion with Management Team			✓
Landlord Questionnaire to Confirm Contractors and Utility Providers			✓
Transfer of Utilities/Council Tax			✓
Rent Collection with Detailed Statements		✓	✓
We follow Industry Approved Procedures to Chase any Rent Arrears		✓	✓
Inform you of any Maintenance Issues Reported by the Tenant			✓
Ensure that you Comply with Current Legislation			✓
Twenty Four Hour Emergency Phone Line			✓
Management Visits			✓
Address Maintenance Matters, Arrange Quotes and Settle Invoices			✓
Serving of Notices			✓
Transfer of Utilities/Council Tax			✓
Negotiation of Dilapidations			✓
Deposit Statement and Return			✓
Property Value Re-Assessment with Proposed Remedials	✓	✓	✓
Re-Marketing	✓	✓	✓