Additional Fee Schedule

Initial Charges	Fee excl. VAT	Fee incl. VAT
Tenancy Agreement	£150	£180
Referencing (incl. Right to Rent, Sanction	£100 per applicant	£120 per applicant
and PEP Checks)		
Landlord Sanction and PEP Check	£25 per person	£30 per person
(on initial instruction)		
Title Deed (unless provided)	£10 per property	£12 per property
Inventory / Statement of Condition	15% of monthly	18% of monthly
(Minimum £200 plus VAT and subject to	rent	rent
review according to property value)		
Deposit Registration	£50	£60
EPC and Floor Plan	£100	£120
Legionnaires Test	£75	£90
End of Tenancy	Fee excl. VAT	Fee incl. VAT
Checkout Report	12.5% of monthly	15% of monthly
(Minimum £200 plus VAT and subject to	rent	rent
review according to property value)		
Checkout Administration Fee	£195	£234
Deposit Return	£75	£90
(only payable in absence of a formal		
checkout)		
Negotiating a Deposit / Registering a	£200	£240
Dispute (included for Full Management)		
Additional Fees	Fee excl. VAT	Fee incl. VAT
Letter of Variation / End of Tenancy	£150	£180
Notice		
Additional Management Visits	£85 per visit	£102 per visit
Arrangement and Supervision Fee for	10% of net cost	12% of net cost
Works over £500		
NRLS (Non-Resident Landlord Scheme)		
Registered Landlords	£85 per annum	£102 per annum
Non-registered Landlords	£135 per annum	£162 per annum
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% (based on the	1.2% (based on the
Tenant / Applicant introduced by TCHC)	total sale price)	total sale price)