



Service and Fees Schedule

	Full Management	Rent Collection	Tenant Find Only
Initial visit for market appraisal and valuation	■	■	■
Guidance on compliance and legal obligations	■	■	■
Organisation of EPC, Gas Certificates, EICR (if required)	■	■	■
Erect To Let board outside property	■	■	■
Full colour brochure and display in Agency office	■	■	■
Advertise on portals; Rightmove, Zoopla and Prime Location	■	■	■
Highgates Social Media coverage	■	■	■
Carry out accompanied viewings	■	■	■
Full credit checking and referencing to include Right to Rent checks for tenants	■	■	■
Advise on non-resident tax status and HMRC (if relevant)	■	■	■
Prepare Assured Shorthold Tenancy Agreements and exchange	■	■	■
Arrange schedule of condition/inventory	■	■	■
Collect and arrange for payment of first month's rent and deposit	■	■	■
Register deposit with a tenancy deposit protection scheme	■	■	■
Provide all documentation to the tenant	■	■	■
Provide keys and check in tenants	■	■	■
Provide tenants with method of payment	■	■	■
Make any HMRC deduction and provide tenant with the NRL8 (if applicable)	■	■	■
Advise relevant utility providers of changes	■	■	■
Collect and remit monthly rent with monthly statement	■	■	
Monitor and pursue non-payment of rent and advise on appropriate notices	■	■	
Bi-annual visits to assess condition and feedback	■		
Arrange Legally required safety check renewals	■		
Arrange routine repairs and maintenance via approved contractors	■		
Testing of smoke/carbon monoxide alarms	■		
Negotiation of tenancy renewal and associated paperwork	■		
Rent review and serving of Section 13 Notice	■		
Check out inspection and security deposit negotiations	■		
Serving of Section 21 notice	■		
Annual income and expenditure statement	■		

Tenant Find Only

Fixed Fee	£499.00
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Rent Collection

Set Up Fee	£299.00
Monthly Management Fee	8% of rent due
Tenancy Renewal Fee	£75.00

Full Management

Set Up Fee	£299.00
Monthly Management Fee	10% of rent due
Tenancy Renewal Fee	£75.00

Contractor Costs

EPC (Energy Performance Certificate)	£65.00 (valid for 10 years)
Gas Safety Certificate	£65.00 (valid for 1 year)
Gas Safety Certificate & Service	£100.00
EICR (Electrical Installation Condition Report) for Flats	1 bed £120.00 + £20.00 per additional bedroom (Valid for 5 years)
EICR (Electrical Installation Condition Report) for Houses	1 or 2 bed £150.00 + £20.00 per additional bedroom (Valid for 5 years)
PAT Testing (Portable Appliance Testing)	£70.00
Legionella Risk Assessment	£75.00 (valid for 2 years)
Property Inventory Set-Up	Starting from £120.00*
Property Inventory Checkout	£80.00
Smoke Alarm (Supply & Install)	£50.00
Carbon Monoxide (Supply & Install)	£50.00

*Price is dependent on property type and number of rooms. Quote will be provided by independent contractor before instruction.

Individual Additional Service Options

Rent Guarantee & Legal Expense Cover	£275.00 12 months cover
Professional Photography	£120.00
Detailed Floorplan	£50.00
Issuing of Notices (e.g. Section 21)	£75.00 per notice
Court Attendance	£240.00 all day or part thereof
Bailiff Attendance	£95.00
Hourly Rate Outside of Agreed Services	£40.00 per hour
Project Management	10% of cost of works over £500.00

Avoidable Costs

Obtaining Proof of Ownership	£15.00
Early Termination Fee	£499.00
Key Cutting	£10.00 + the cost cutting keys
Administration of NRL Tax Returns	£180.00 per year