

Service Options	Comprehensive Property Care	Rent Collection
Percentage of the Rent - Sole Agency	12%	9%
Percentage of the Rent - Multiple Agency	13%	10%
Market Appraisal	✓	✓
Production of Property Brochure	✓	✓
Property Advertised Online	✓	✓
To Let Board	✓	✓
Tenant Prequalification	✓	✓
Facilitating Viewings	✓	✓
Regular Landlord Updates	✓	✓
Introduce Tenants, Negotiate & Agree Offer	✓	✓
Professionally Reference Tenants*	✓	✓
Right-to-Rent Check*	✓	✓
Collect & Register Deposit*	✓	✓
Prepare and Execute Tenancy Agreement	✓	✓
Arrange Inventory and Key Release*	✓	✓
Collection of Rent	✓	✓
Rent Arrears Managed	✓	✓
Monthly Landlord Statements	✓	✓
Rent Reviews & Section 13*	✓	✓
Dedicated Property Manager	✓	

Out-of-Hours Maintenance Service	✓
Bi-annual Property Inspections and Reports	✓
Arrange Safety Certification*	✓
Serving Section 8 Notice*	✓
Arrange Check-In & Check-Out Inventories*	✓
Deposit Negotiations	✓
Deposit Dispute Management*	✓
Works between Tenancies*	✓

*** Additional fees apply as outlined in our Fee Schedule.**

Fee Schedule

Service	Comprehensive Property Care	Rent Collection
BASE FEES		
Percentage of the Monthly Rent	12%	9%
Tenancy Set-up Fee	£260	£260
Rent and Legal Cover (paid upfront for the year)	3.2% of annual rent	3.2% of annual rent
Inventory and Check-out	POA	POA
Deposit Registration Fee	£60	£60
Tenant Sanction Check (Per Tenant)	£12	£12
REQUIRED SAFETY CHECKS		
Gas Safety	£90	£90
Energy Performance Certificate (EPC)	£90	£90
Electrical installation Condition Report (EICR)	POA	POA
Portable Appliance Testing (PAT)	POA	POA
Smoke Alarm	£20 + Contractors invoice	£20 + Contractors invoice
Carbon Monoxide Alarm (CO Alarm)	£20 + Contractors invoice	£20 + Contractors invoice
DURING AND END OF TENANCY FEES		
Key duplication (per key)	£10 + item cost	£10 + item cost
Property Inspection	2 annual inspections included	N/A
Additional Property Inspection (upon written request)	£50	£120
Vacant Property Inspection (visual only)	£50	£120
Arranging Access for Landlords Contractor(s) (Per hour)	£50	£120
Contractor Commission	10%	15%
Project Management Fee	10% of total works	15% of total works
Insurance Claim	10% of total works	15% of total works
NRL Tax prep (annual)	£144	£144
End of tenancy - Deposit negotiation and handling	Included	£220
Deposit Dispute Management	£45	£90
Issue Section 8 Notice	£240	£280
Rent Review and Issue Section 13 Notice	£80	£120
First Tier Tribunal Handling Fee	£80	£120
Sold to Tenant	1%	1%
Property Sale Exit Fee	One months' rent	One months' rent
Shopping Fee	£50	£100
Negotiating and Serving Deed of Surrender	Included	£80
Landlord Withdrawal Fees (before move in)	£320	£320
Service Termination Fees	£1000 and 3 months' notice	£1000 and 3 months' notice
ADVISED SERVICE CHECKS AND SERVICES		
Heat Detector	£20 + Contractors invoice	£20 + Contractors invoice
Cleaning Charge	£20 + Contractors invoice	£20 + Contractors invoice
Legionella Risk Assessment	£120	£120
ADDITIONAL SERVICES (WHERE REQUIRED)		
Referencing (per applicant or guarantor)	£60	£60
Right-to-Rent Check (Per Tenant)	£12	£12
Management Takeover	£320	£320
Proof of Ownership – Land Registry check if required	£10	£10
Preparing Tenancy Addendums	£30 per clause	£30 per clause
Court Attendance Fee	£250	£250
Licence Handling Service (Our Fee)	£360	£360
Change of Sharer (Including Reference Process)	£300	£300

Note: Payinless is not currently registered for VAT, and therefore no VAT is charged on our fees at this time. If this changes during the lifetime of this agreement, and Payinless becomes VAT registered, VAT at the prevailing rate will be applied to all fees, commissions, and charges, and the Landlord will be notified accordingly.