

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
BASE FEES
Percentage of the Monthly Rent
Tenancy Set-up Fee
Rent and Legal Cover (paid upfront for the year)*
Inventory and Check-out
Deposit Registration Fee
Tenant Sanction Check (Per Tenant)
REQUIRED SAFETY CHECKS
Gas Safety
Energy Performance Certificate (EPC)
Electrical installation Condition Report (EICR)
Portable Appliance Testing (PAT)
Smoke Alarm
Carbon Monoxide Alarm (CO Alarm)
DURING AND END OF TENANCY FEES
Key duplication (per key)
Property Inspection
Additional Property Inspection (upon written request)
Vacant Property Inspection (visual only)
Arranging Access for Landlords Contractor(s) (Per hour)
Contractor Commission
Project Management Fee
Insurance Claim
NRL Tax prep (annual)
End of tenancy - Deposit negotiation and handling
Deposit Dispute Management
Issue Section 8 Notice
Rent Review and Issue Section 13 Notice
Sold to Tenant
Property Sale Exit Fee
Shopping Fee
Negotiating and Serving Deed of Surrender
Landlord Withdrawal Fees (before move in)
Service Termination Fees
ADVISED SERVICE CHECKS AND SERVICES
Heat Detector
Cleaning Charge
Legionella Risk Assessment
ADDITIONAL SERVICES (WHERE REQUIRED)
Referencing (per applicant or guarantor)
Right-to-Rent Check (Per Tenant)
Management Takeover
Proof of Ownership – Land Registry check if required
Preparing Tenancy Addendums
Court Attendance Fee
Licence Handling Service (Our Fee)
Change of Sharer (Including Reference Process)

Comprehensive Property Care	Rent Collection
12%	9%
£200	£200
3.2% of annual rent	3.2% of annual rent
POA	POA
£60	£60
£12	£12
£90	£90
£90	£90
POA	POA
POA	POA
£20 + Contractors invoice	£20 + Contractors invoice
£20 + Contractors invoice	£20 + Contractors invoice
£10 + item cost	£10 + item cost
2 annual inspections included	N/A
£50	£120
£50	£120
£50	£120
0%	15%
10% of total works	15% of total works
10% of total works	15% of total works
£144	£144
Included	£220
£45	£90
£180	£240
£60	£120
1%	1%
One months' rent	One months' rent
£50	£100
Included	£80
£320	£320
£1000 and 3 months' notice	£1000 and 3 months' notice
£20 + Contractors invoice	£20 + Contractors invoice
£20 + Contractors invoice	£20 + Contractors invoice
£120	£120
£60	£60
£12	£12
£320	£320
£10	£10
£30 per clause	£30 per clause
£250	£250
£360	£360
£300	£300

*Up to rent of £2500 per month, for higher rents please inquire to get a bespoke quote.

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.