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	✓	$\checkmark$
To Let Board	✓	$\checkmark$
Tenant Prequalification	✓	$\checkmark$
Facilitating Viewings	✓	$\checkmark$
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*	✓	

<sup>\*</sup> Additional fees apply as outlined in our Fee Schedule.

## **Fee Schedule**

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)	Service		
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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)	Sold to Tenant		
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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)	Negotiating and Serving Deed of Surrender		
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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)	ADVISED SERVICE CHECKS AND SERVICES		
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)	Heat Detector		
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)	Cleaning Charge		
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)	Legionella Risk Assessment		
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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)			
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Court Attendance Fee Licence Handling Service (Our Fee)			
	Licence Handling Service (Our Fee)		

<b>Comprehensive Property Care</b>	Rent Collection
	•
12%	9%
£200	£200
3.2% of annual rent	3.2% of annual rent
POA	POA
£60	£60
£12	£12
	I
£90	£90
£90	£90
POA	POA
POA	POA
£20 + Contractors invoice	£20 + Contractors invoice
£20 + Contractors invoice	£20 + Contractors invoice
£10 Litem cost	£10 Litom cost
£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.