

## 2022 PRICE LIST



### COMMISSION FEES PER TENANCY (VAT is not applicable)

- Let Only Service at £500
- Let and Rental Processing Service at £500 plus 3.5% of Gross Annual Rent
- Full Management Service at £450 plus 8% of Gross Annual Rent
- Full Management Service Switch (Tenant in-situ) at 8% of Gross Annual Rent



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## ADDITIONAL CHARGES (VAT is not applicable)

### INITIAL CHARGES

|   |                             |
|---|-----------------------------|
| <b>Commission and provision of an Energy Performance Certificate</b>            | £79.00                      |
| <b>Each additional bedroom above 3 bedrooms for Inventories and Check-Out's</b> | £18.00                      |
| <b>Full Legionella Disease Risk Assessment</b>                                  | Subject to Contractor Quote |
| <b>Portable Appliance Testing (Up to 10 items)</b>                              | Subject to Contractor Quote |
| <b>Gas Safety Certificate (Boiler check and one additional appliance)</b>       | Subject to Contractor Quote |
| <b>Gas Safety Check (further additional appliances – per appliance)</b>         | Subject to Contractor Quote |
| <b>Electrical Installation Condition Report (EICR)</b>                          | Subject to Contractor Quote |

### RENEWAL CHARGES

|                              |         |
|------------------------------|---------|
| <b>New Tenancy Agreement</b> | £100.00 |
|------------------------------|---------|

### OTHER CHARGES

|   |         |
|---|---------|
| <b>Additional property visits (30-mins per visit)</b>   | £56.00  |
| <b>Additional Key Cut (per key)</b>   | £8.00   |
| <b>Serving Section 8 [Form 3] Notice</b>  | £75.00  |
| <b>Serving Section 21 [Form 6a] Notice</b>  | £75.00  |
| <b>Non-Resident Landlord [with HMRC Approval] Annual Tax Declaration</b>  | £40.00  |
| <b>Non-Resident Landlord [without HMRC Approval] Quarterly Tax Declaration (charged per quarter)</b>  | £100.00 |
| <b>Where repairs or maintenance exceeds the net invoice cost of £750, there will be a charge applied for our time spent organising the more complex activity than is covered under our Full Management Service. (Percentage of net invoice)</b> | 8%      |
| <b>Where refurbishment organisation and management is requested (percentage of net invoice)</b>   | 8%      |
| <b>Obtaining estimates of refurbishment works [deductible from your 'refurbishment organisation and management' charge if you decide to proceed] (per estimate)</b>   | £80.00  |
| <b>Supply and Installation of a Key Safe</b>  | £69.00  |
| <b>Tenancy Agreement Addendums</b>  | £50.00  |

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| <b>Services Tick List (Per Tenancy)</b>   | <b>Let Only<br/>(£500)</b> | <b>Let and<br/>Rental Processing<br/>(£500 + 3.5% pcm)</b> | <b>Full<br/>Management<br/>(£450 + 8% pcm)</b> | <b>Tenant<br/>In-Situ<br/>(8% pcm) *</b> |
|---|----------------------------|--|--|--|
| <i>Initial market appraisal</i>   | ✓                          | ✓  | ✓  | •  |
| <i>Preparation of marketing materials<br/>(Photos, Floorplans and Descriptions)</i>                           | ✓                          | ✓  | ✓  | •  |
| <i>Marketing of the property and advertise</i>  | ✓                          | ✓  | ✓  | •  |
| <i>Carry out accompanied viewings of the property</i>   | ✓                          | ✓  | ✓  | •  |
| <i>Tenant referencing</i>   | ✓                          | ✓  | ✓  | •  |
| <i>Preparation of lease agreements</i>  | ✓                          | ✓  | ✓  | •  |
| <i>Negotiation of lease details</i>   | ✓                          | ✓  | ✓  | •  |
| <i>Signing of tenancy agreement by both parties</i>   | ✓                          | ✓  | ✓  | •  |
| <i>Right to rent checks on tenants</i>  | ✓                          | ✓  | ✓  | •  |
| <i>Initial Lettings Advice</i>  | ✓                          | ✓  | ✓  | ✓  |
| <i>Advice on non-resident tax status and HMRC</i>   | ✓                          | ✓  | ✓  | ✓  |
| <i>Taking and holding/protecting deposits</i>   | ✓                          | ✓  | ✓  | ✓  |
| <i>Basic Legionella Risk Assessment</i>   | ✓                          | ✓  | ✓  | •  |
| <i>Check-In</i>   | ✓                          | ✓  | ✓  | •  |
| <i>Landlord Online Portal</i>   | •                          | ✓  | ✓  | ✓  |
| <i>Organisation of payment method</i>   | •                          | ✓  | ✓  | ✓  |
| <i>Forwarding rental payments to the landlord</i>   | •                          | ✓  | ✓  | ✓  |
| <i>Chasing rent arrears</i>   | •                          | ✓  | ✓  | ✓  |
| <i>Preparation of accounts (Rental Statements)</i>  | •                          | ✓  | ✓  | ✓  |
| <i>Periodic checking of property during the tenancy period,<br/>One in the first 6 weeks then Bi-Annually</i> | •                          | •  | ✓  | ✓  |
| <i>Organisation and management of routine maintenance</i>   | •                          | •  | ✓  | ✓  |
| <i>Right to rent follow up checks</i>   | •                          | •  | ✓  | ✓  |
| <i>Assisting with end of tenancy settlements</i>  | •                          | •  | ✓  | ✓  |
| <i>Ongoing point of Contact between the landlord and the<br/>tenant</i>                                       | •                          | •  | ✓  | ✓  |
| <i>Transfer Council and Utility accounts to new Occupier</i>  | •                          | •  | ✓  | •  |
| <i>Switching Landlord from old Property Manager to Vesta<br/>Lettings</i>                                     | •                          | •  | •  | ✓  |
| <i>Inventory up to and including 3 bedrooms</i>   | •                          | •  | ✓  | •  |
| <i>Check-Out</i>  | •                          | •  | ✓  | ✓  |

\*Full Management Service would apply to new tenancies