

## 2024 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
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### 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 (£500)</b>	<b>Let and Rental Processing (£500 + 3.5% pcm)</b>	<b>Full Management (£450 + 8% pcm)</b>	<b>Tenant In-Situ (8% pcm) *</b>
<i>Initial market appraisal</i>	✓	✓	✓	•
<i>Preparation of marketing materials (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, 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 tenant</i>	•	•	✓	✓
<i>Transfer Council and Utility accounts to new Occupier</i>	•	•	✓	•
<i>Switching Landlord from old Property Manager to Vesta Lettings</i>	•	•	•	✓
<i>Inventory up to and including 3 bedrooms</i>	•	•	✓	•
<i>Check-Out</i>	•	•	✓	✓

\*Full Management Service would apply to new tenancies