

Landlord Schedule of Charges

ELLIS&CO
EST. 1850

Premium Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	18.00%	15%
Tenancy set up From	£0.00	£0
Credit references (per applicant and per guarantor)	£0.00	£0
Deposit registration (per Security Deposit)	£0.00	£0
Gas safety check From	£66.00	£55
Energy Performance certification From	£78.00	£65
Electrical Installation Condition Report and Portable Appliance Test From	£192.00	£160
Legionella risk assessment From	£78.00	£65
Tenancy renewal	£0.00	£0
Rent review	£0.00	£0
Tenancy check in From	£240.00	£200
Tenancy check out From	£240.00	£200
"Featured property" advertising	£0.00	£0
Floor plan	£0.00	£0
Video tour From	£180.00	£150
Professional photography, from	£0.00	£0
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£0.00	£0
2 bed*	£0.00	£0
3 bed*	£0.00	£0
4 bed*	£0.00	£0
5 bed*	£0.00	£0
Additional requested property visits (per visit) From	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£0.00	£0
Non-UK residents accounting to HMRC (per tax year)	£0.00	£0
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings From	£180.00	£150
Drawing up of documentation if not included in Service level From	£180.00	£150
Attendance at court From	£180.00	£150
Early termination of management service with a sitting tenant	9.60%	8%
Administration fee for withdrawing from an offer of a tenancy From	£600.00	£500
Provision of duplicate documents or statements	£0.00	£0
Cutting of keys (per key) From	£0.00	£0
Service of statutory notices to recover possession (per notice)	£0.00	£0

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Managed Service

Description	Including VAT	Excluding VAT
Monthly service commission %	12.00%	10%
Tenancy set up From	£0.00	£0
Credit references (per applicant and per guarantor)	£0.00	£0
Deposit registration (per Security Deposit)	£0.00	£0
Gas safety check From	£66.00	£55
Energy Performance certification From	£78.00	£65
Electrical Installation Condition Report and Portable Appliance Test From	£192.00	£160
Legionella risk assessment From	£78.00	£65
Tenancy renewal	£0.00	£0
Rent review	£0.00	£0
Tenancy check in From	£0.00	£0
Tenancy check out From	£210.00	£175
"Featured property" advertising	£0.00	£0
Floor plan	£0.00	£0
Video tour From	£0.00	£0
Professional photography, from	£0.00	£0
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£0.00	£0
2 bed*	£0.00	£0
3 bed*	£0.00	£0
4 bed*	£0.00	£0
5 bed*	£0.00	£0
Additional requested property visits (per visit) From	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£0.00	£0
Non-UK residents accounting to HMRC (per tax year)	£180.00	£150
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings From	£180.00	£150
Drawing up of documentation if not included in Service level From	£180.00	£150
Attendance at court From	£180.00	£150
Early termination of management service with a sitting tenant	9.60%	8%
Administration fee for withdrawing from an offer of a tenancy From	£600.00	£500
Provision of duplicate documents or statements	£12.00	£10
Cutting of keys (per key) From	£0.00	£0
Service of statutory notices to recover possession (per notice)	£0.00	£0

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Rent Collection Service

Description	Including VAT	Excluding VAT
Monthly service commission %	10.80%	9%
Tenancy set up	£0.00	£0
Credit references (per applicant and per guarantor)	£0.00	£0
Deposit registration (per Security Deposit)	£120.00	£100
Gas safety check From	£66.00	£55
Energy Performance certification From	£78.00	£65
Electrical Installation Condition Report and Portable Appliance Test From	£192.00	£160
Legionella risk assessment From	£78.00	£65
Tenancy renewal	6.00%	5%
Rent review	£0.00	£0
Tenancy check in From	£0.00	£0
Tenancy check out From	£210.00	£175
"Featured property" advertising	£0.00	£0
Floor plan	£0.00	£0
Video tour From	£180.00	£150
Professional photography, from	£0.00	£0
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£0.00	£0
2 bed*	£0.00	£0
3 bed*	£0.00	£0
4 bed*	£0.00	£0
5 bed*	£0.00	£0
Additional requested property visits (per visit) From	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£12.00	£10
Non-UK residents accounting to HMRC (per tax year)	£180.00	£150
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings From	£300.00	£250
Drawing up of documentation if not included in Service level From	£180.00	£150
Attendance at court From	£180.00	£150
Early termination of management service with a sitting tenant	9.60%	8%
Administration fee for withdrawing from an offer of a tenancy From	£600.00	£500
Provision of duplicate documents or statements	£12.00	£10
Cutting of keys (per key) From	£30.00	£25
Service of statutory notices to recover possession (per notice)	£120.00	£100

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Tenant Find Service

Description	Including VAT	Excluding VAT
Tenant Find fee	9.60%	8%
Monthly service commission %	0.00%	0%
Tenancy set up		£0
Credit references (per applicant and per guarantor)	£0.00	£0
Deposit registration (per Security Deposit)	£120.00	£100
Gas safety check From	£66.00	£55
Energy Performance certification From	£78.00	£65
Electrical Installation Condition Report and Portable Appliance Test From	£192.00	£160
Legionella risk assessment From	£78.00	£65
Tenancy renewal	6.00%	5%
Rent review	£0.00	£0
Tenancy check in From	£0.00	£0
Tenancy check out From	£210.00	£175
"Featured property" advertising	£0.00	£0
Floor plan	£0.00	£0
Video tour From	£180.00	£150
Professional photography, from	£0.00	£0
Move-In & Check-Out Inventory preparation per report:		
Studio/1 bed* From	£0.00	£0
2 bed*	£0.00	£0
3 bed*	£0.00	£0
4 bed*	£0.00	£0
5 bed*	£0.00	£0
Additional requested property visits (per visit) From	£60.00	£50
Annual statement of income and expenditure for HMRC purposes (per tax year)	£12.00	£10
Non-UK residents accounting to HMRC (per tax year)	£180.00	£150
Hourly rate for work not included in your service level (non-exhaustive list below):		
Preparation of documents for dispute adjudication or court proceedings From	£300.00	£250
Drawing up of documentation if not included in Service level From	£180.00	£150
Attendance at court From	£180.00	£150
Early termination of management service with a sitting tenant	9.60%	8%
Administration fee for withdrawing from an offer of a tenancy From	£600.00	£500
Provision of duplicate documents or statements	£12.00	£10
Cutting of keys (per key) From	£30.00	£25
Service of statutory notices to recover possession (per notice)	£120.00	£100