

## SCHEDULE OF FEES

### FULL MANAGEMENT

Set Up Charge:	Up to 3 bedrooms	£400
	4 bedrooms and above	£450
Inventory:	Up to 2 bedrooms	£115
	Up to 3 bedrooms	£125
	4 bedrooms and above	£140

(Please note: if any furnishings (not including soft furnishings such as curtains) are included in the property rental, the inventory clerk will include an additional fee of £10).

Monthly Management Fee income	9% of the monthly rental  (Minimum £50 per month)
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### RENT COLLECTION

Set Up Charge:	Up to 3 bedrooms	£450
	4 bedrooms and above	£500
Inventory:	Up to 2 bedrooms	£115
	Up to 3 bedrooms	£125
	4 bedrooms and above	£140

(Please note: if any furnishings (not including soft furnishings such as curtains) are included in the property rental, the inventory clerk will include an additional fee of £10).

Monthly Management Fee income	7% of the monthly rental
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## FIND A TENANT

Letting fee:	Up to 3 bedrooms	£550
	4 bedrooms and above	£650

### OPTIONAL ADDITIONAL SERVICES

Inventory:	Up to 2 bedrooms	£115
	Up to 3 bedrooms	£125
	4 bedrooms and above	£140

(Please note: if any furnishings (not including soft furnishings such as curtains) are included in the property rental, the inventory clerk will include an additional fee of £10).

**All fees are subject to the addition of VAT at the standard rate.**

**Any additional work outside of the Find a Tenant/ Rent Collection and Fully Managed Service will be charged at the rate of £45 per hour. In the event of any other fees, these will be agreed in advance with you.**

## OPTIONAL ADDITIONAL SERVICES

	Full Management	Rent Collection	Find a Tenant
Inspection fee	✓	✓	£115
Rent increase documentation	£15	£25	£50
Tenancy renewal documentation	£50	£75	£120
Tenancy paperwork (where GD Estates have not sourced the tenant)	£175	£175	£175
Maintenance job and safety certificate instruction	✓	£50	£50
Energy Performance Certificate	£99	£99	£99
Additional property visit including life safety inspection	✓	£25	£50
Check out administration	£100	£100	£150
Deposit dispute procedure	£75	£100	£100
Duplication and testing of extra keys (per key)	£15	£15	£15
Section 21 Notice (including hand delivery)	✓	£50	£95
Non-resident landlord administration	£10 p/year	£10 p/year	£10 p/year
Annual Rental Income Statement	£15	£15	N/A

**All fees are subject to the addition of VAT at the standard rate.**