FULL MANAGEMENT
SERVICE SCALE OF CHARGES

FULL MANAGEMENT SERVICE FEE SCALE	FEE INCLUDING VAT	FEE EXCLUDING VAT	Conditions/Comments
Management Commission	**14.4% inc VAT**	12.00% exc VAT	Variable dependent on rent. This charge will still be payable where the landlord offers any reduction in rent to the tenant for maintenance or other issues.
Letting Fee	**£498 inc VAT**	£415 exc VAT	Includes inventory, check in, check out, registration of deposit with the TDS. Due from the first month's rent once a new tenant has moved in.
Discounted Letting Fee	**£270 inc VAT**	£225 exc VAT	As above but charged if your tenant moves out at the end of the initial fixed term ONLY if they took an initial six-month tenancy.
Tenancy Renewal Fee	**£150 inc VAT**	£125 exc VAT	Due from the rent once a tenant agrees a fixed term renewal.
LEGISLATIVE/REGULATORY CHARGES			
Gas Safety Certificate (GSC)	**£90 inc VAT**	£75 exc VAT	See description of charge on Page 3.
Electrical Installation Condition Report (EICR)	**£180 inc VAT**	£150 exc VAT	See description of charge on Page 3.
Energy Performance Certificate (EPC)	**£90 inc VAT**	£75 exc VAT	See description of charge on Page 3.
Portable Appliance Testing (PAT) (Up to 10 appliances)	**£108 inc VAT**	£90 exc VAT	See description of charge on Page 3.
Smoke/Carbon Monoxide Install Fee	**£75 inc VAT**	£62.50 exc VAT	Assuming a standard installation.
LANDLORD LICENSING			
Landlord Licensing ADMIN Fee	**£120 inc VAT**	£100 exc VAT	Applies only to a fully managed property. This fee is for the application/management of any license required by Liverpool City Council (LCC) and EXCLUDES any charge levied by LCC for the license.
OTHER FEES AND CHARGES DURING TENANCY			
Maintenance Admin Charge Works up to £250	**£12 inc VAT**	£10 exc VAT	Charged on any maintenance works undertaken.
Maintenance Admin Charge Works between £250 to £1000	**£18 inc VAT**	£15 exc VAT	Charged on any maintenance works undertaken. Payment must be made in advance of works being started otherwise delay to works may be incurred.
Maintenance Admin Charge Works over £1000	**£30 inc VAT**	£25 exc VAT	Charged on any maintenance works undertaken. Payment must be made in advance of works being started otherwise delay to works may be incurred.
Additional Inspection	**£60 inc VAT**	£50 exc VAT	In addition to any normal inspections.
Termination Fee	**One month's rent inc VAT**		If exiting this agreement during an existing tenancy.
ACCOUNTING/FINANCIAL CHARGES			
Duplicate Statement Copies	**£12 inc VAT**	£10 exc VAT	Up to 12 months copies.
HMRC Non-Resident Landlord Fee	**£36 inc VAT**	£30 exc VAT	Payable each quarter once submission processed.
OTHER CHARGES			
Rent Guarantee (% of annual rental)	**3.9% inc VAT**	3.25% exc VAT	Payable upon tenant move in *This fee is subject to an annual review and is subject to change and is based upon the cost of the actual insurance supplied to us.
Rent Guarantee Claim Process Fee	**£180 inc VAT**	£150 exc VAT	Payable on any rent guarantee claim once the claim has been processed and guarantee rent received.
Court Attendance Fee	**£300 inc VAT**	£250 exc VAT	Payable per each court attendance day.

Landlord Initial Here:

RENT COLLECTION

SERVICE SCALE OF CHARGES

RENT COLLECTION SERVICE FEE SCALE	FEE INCLUDING VAT	FEE EXCLUDING VAT	Conditions/Comments
Rent Collection Commission	**12% inc VAT**	10.00% exc VAT	Variable dependent on rent.
Letting Fee	**£498 inc VAT**	£415 exc VAT	Includes inventory, check in, check out, registration of deposit with the TDS. Due from the first month's rent once a new tenant has moved in.
Discounted Letting Fee	**£270 inc VAT**	£225 exc VAT	As above but charged if your tenant moves out at the end of the initial fixed term ONLY if they took an initial six-month tenancy.
Tenancy Renewal Fee	**£150 inc VAT**	£125 exc VAT	Due from the rent once a tenant agrees a fixed term renewal.
LEGISLATIVE/REGULATORY CHARGES			
Gas Safety Certificate (GSC)	**£90 inc VAT**	£75 exc VAT	See description of charge on Page 3.
Electrical Installation Condition Report (EICR)	**£180 inc VAT**	£150 exc VAT	See description of charge on Page 3.
Energy Performance Certificate (EPC)	**£90 inc VAT**	£75 exc VAT	See description of charge on Page 3.
Portable Appliance Testing (PAT) (Up to 10 appliances)	**£108 inc VAT**	£90 exc VAT	See description of charge on Page 3.
Smoke/Carbon Monoxide Install Fee	**£75 inc VAT**	£62.50 exc VAT	Assuming a standard installation.
LANDLORD LICENSING			
Landlord Licensing ADMIN Fee	**£120 inc VAT**	£100 exc VAT	This may not be available on a rent collection only basis as the council expects the license holder to be responsible for rent collection AND the management of works, maintenance etc. Speak to us for further details.
OTHER FEES AND CHARGES DURING TENANCY			
Maintenance Admin Charge Works up to £250	**£12 inc VAT**	£10 exc VAT	Not available on rent collection service
Maintenance Admin Charge Works between £250 to £1000	**£18 inc VAT**	£15 exc VAT	Not available on rent collection service
Maintenance Admin Charge Works over £1000	**£30 inc VAT**	£25 exc VAT	Not available on rent collection service
Additional Inspection	**£60 inc VAT**	£50 exc VAT	In addition to any normal inspections.
Termination Fee	**One month's rent inc VAT**		If exiting this agreement during an existing tenancy.
ACCOUNTING/FINANCIAL CHARGES			
Duplicate Statement Copies	**£12 inc VAT**	£10 exc VAT	Up to 12 months copies.
HMRC Non-Resident Landlord Fee	**£36 inc VAT**	£30 exc VAT	Payable each quarter once submission processed.
OTHER CHARGES			
Rent Guarantee (% of annual rental)	**3.9% inc VAT**	3.25% exc VAT	Payable upon tenant move in *This fee is subject to an annual review and is subject to change and is based upon the cost of the actual insurance supplied to us.
Rent Guarantee Claim Process Fee	**£180 inc VAT**	£150 exc VAT	Payable on any rent guarantee claim once the claim has been processed and guarantee rent received.
Court Attendance Fee	**£300 inc VAT**	£250 exc VAT	Payable per each court attendance day.

TENANT FIND ONLY

SERVICE SCALE OF CHARGES

TENANT FIND ONLY FEE SCALE	FEE INCLUDING VAT	FEE EXCLUDING VAT	Conditions/Comments
Tenant Find Only Service	**One month's rent including vat (minimum charge £650 inc VAT)**		Payable from first month's rent.
Tenancy Renewal	**£210 inc VAT**	£175 exc VAT	If landlord wishes City Residential to draw up new tenancy agreements. (Payment in advance)
Inventory	**£180 inc vat**	£150 exc VAT	Charged for each move in or move out

Landlord Initial Here: