

Service level	Gold (including VAT)	Silver (including VAT)	Bronze (including VAT)	Let Only (including VAT)
Marketing	Initial set up fee: £384 Re-letting fee: £240 Management fee: 14.4%	Initial set up fee: £384 Re-letting fee: £240 Management fee: 12%	Initial set up fee: £384 Re-letting fee: £240 Management fee: 7%	Management fee: £576
Valuation	Free	Free	Free	Free
Photographs (by Emsleys Estate Agents)	Free	Free	Free	Free
Professional photographs	£40	£40	£40	£40
Viewings	Free	Free	Free	Free
Videoettes	£10	£10	£10	£10
Initial EPC	£99	£99	£99	£99
EPC update	£72	£72	£72	£72
Advertising portals (as selected by Emsleys Estate Agents)	Free	Free	Free	Free
Tenancy application and set up (includes referencing where required)	£18 per person (free if a warranty is purchased)	£18 per person (free if a warranty is purchased)	£18 per person (free if a warranty is purchased)	£18 per person (free if a warranty is purchased)

Management	Gold (including VAT)	Silver (including VAT)	Bronze (including VAT)	Let Only (including VAT)
Utility readings	Free	Free	£100	£100
Deposit registration	Free	Free	£120	£120
Reposit scheme	Free	Free	Free	Free
Arranging the Gas Safety certificate & Electrical Safety Certificate	Free	Free	£60 per certificate	£60 per certificate
Arranging other health and safety reports	Free	£30	£30	£30
Inspections*	£60 per additional inspection in year two if quarterly inspections are required	Free for six monthly inspections. £60 per additional inspection if landlord requires quarterly	£30 per inspection	N/A
Renewal of tenancy	Free	£90 per renewal	£120 per renewal. The landlord must instruct.	£120 per renewal. The landlord must instruct
Administration of everyday repairs/maintenance	Free	Free	N/A	N/A
Provision of Section 21 notice	Free	£48	£48	£48
Provision of any other legal notice	Free	£48	£48	£48
Check out	Free	Free	£100 on written instruction	£100 on written instruction
Redirection of mail	£6 plus cost of postage	£6 plus cost of postage	£6 plus cost of postage	N/A

*Quarterly inspections are included in the Gold service for the first year, then inspections will take place every six months from the second year. Six monthly inspections will be undertaken for the Silver service. Six monthly inspections can be paid for under the Bronze service.

**Emsleys Estate Agents' Lettings and Property Management service must have undertaken the inventory.

Other costs	Gold (including VAT)	Silver (including VAT)	Bronze (including VAT)	Let Only (including VAT)
Provision of key	£12 plus cost of keys	£12 plus cost of keys	£15 plus cost of keys	£20 plus cost of keys
Void management	£50	£50	£100	£100
Works supervision for large works eg insurance works	12% of value of works	12% of value of works	N/A	N/A
Snagging of new build properties	£75	£75	N/A	N/A
Visit by contractor or requested attendance by Emsleys Estate Agents	1 free hour, then £30 per hour's attendance after	£30 per hour	£50 per hour	N/A
Buying of furniture or appliances on the behalf of the landlord	10% of cost of acquisition	10% of cost of acquisition	N/A	N/A
Removal of furniture	£50 minimum or 10% of the removal cost	£50 minimum or 10% of the removal cost	N/A	N/A
Maintenance contractor's administration fee	10% of cost	10% of cost	10% of cost	N/A
Court attendance	£175 per day	£175 per day	£175 per day	N/A

Accounting	Gold (including VAT)	Silver (including VAT)	Bronze (including VAT)	Let Only (including VAT)
Collection of rent from the tenant	Free	Free	Free	N/A
Collection of the deposit monies or use of <i>Reposit</i>	Free	Free	Free	N/A
Provision of rental statements	Free	Free	Free	N/A
Provision of duplicate statements	Free	£6 per statement	£6 per statement	N/A
Provision of an annual tax or rent statement	Free	£10	£10	N/A

Inventories.	Gold (including VAT)	Silver (including VAT)	Bronze (including VAT)	Let Only (including VAT)
Inventory cost (1-2 bed property)	Unfurnished: £175 Furnished: £210	Unfurnished: £175 Furnished: £210	Unfurnished: £175 Furnished: £210	Unfurnished: £175 Furnished: £210
Inventory cost (3-4 bed property)	Unfurnished: £204 Furnished: £234	Unfurnished: £204 Furnished: £234	Unfurnished: £204 Furnished: £234	Unfurnished: £204 Furnished: £234
Inventory cost (5-6 bed property)	Furnished: £240 Unfurnished: £264	Furnished: £240 Unfurnished: £264	Furnished: £240 Unfurnished: £264	Furnished: £180 Unfurnished: £264

Rent protection and warranties	Gold (including VAT)	Silver (including VAT)	Bronze (including VAT)	Let Only (including VAT)
Rent Recovery Plus (please see details given with the Landlord Information pack). Deductible by monthly instalments or in one instalment for Let Only clients. The policy will be renewed unless other instructed by the landlord.	4.2% of the rent income	4.2% of the rent income	4.2% of the rent income	4.2% of the rent income Charged as a one off payment at the start of the tenancy.
Evolve Innovate Service	£84 per tenancy per annum	£84 per tenancy per annum	£84 per tenancy per annum	£84 per tenancy per annum

Please tick which level of service you require:

- Gold (fully managed)
- Silver (fully managed)
- Bronze (fully managed)
- Let only