

2025 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 10% of Gross Annual Rent
- Full Management Service Switch (Tenant in-situ) at 10% of Gross Annual Rent

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ADDITIONAL CHARGES (VAT is not applicable)

INITIAL CHARGES

Commission and provision of an Energy Performance Certificate	£95.00
Each additional bedroom above 3 bedrooms for Inventories and Check-Out's	£18.00
Full Legionella Disease Risk Assessment	Subject to Contractor Quote
Portable Appliance Testing (Up to 10 items)	Subject to Contractor Quote
Gas Safety Certificate (Boiler check and one additional appliance)	Subject to Contractor Quote
Gas Safety Check (further additional appliances – per appliance)	Subject to Contractor Quote
Electrical Installation Condition Report (EICR)	Subject to Contractor Quote

RENEWAL CHARGES

New Tenancy Agreement	£120.00
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OTHER CHARGES

Additional property visits (30-mins per visit)	£56.00
Additional Key Cut (per key)	£8.00
Serving Section 8 [Form 3] Notice	£75.00
Serving Section 21 [Form 6a] Notice	£75.00
Non-Resident Landlord [with HMRC Approval] Annual Tax Declaration	£40.00
Non-Resident Landlord [without HMRC Approval] Quarterly Tax Declaration (charged per quarter)	£100.00
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)	8%
Where refurbishment organisation and management is requested (percentage of net invoice)	8%
Obtaining estimates of refurbishment works [deductible from your 'refurbishment organisation and management' charge if you decide to proceed] (per estimate)	£80.00
Supply and Installation of a Key Safe	£79.00
Tenancy Agreement Addendums	£50.00

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Services Tick List (Per Tenancy)	Let Only (£500)	Let and Rental Processing (£500 + 3.5% pcm)	Full Management (£450 + 10% pcm)	Tenant In-Situ (10% pcm) *
<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