

**Schedule of Fees** (all prices are inclusive of VAT) *Please note: All fees are subject to change*

Fully Managed – Initial Setup Fee <i>This includes preparation of the tenancy agreement and move in pack. *This is also the cost if you choose to withdraw once we've advertised your property.</i>	60% of first months' rent
Fully Managed – Monthly Fee <i>This is only charged on rent we have collected and is not charged on arrears.</i>	12% of all rent collected
Find Tenant Only Fee <i>This includes preparation of the tenancy agreement. *This is also the cost if you choose to withdraw once we've advertised your property.</i>	100% of first months' rent
Professional Third Party Inventory and Check In <i>Fully Photographed detailed document</i>	£120 (up to 3 bedrooms) £15 (for each extra bedroom) £35 (furnished supplement)
Renewal of Tenancy Agreement <i>Charged to landlord for negotiation of new fixed term agreement.</i>	Managed £120.00, non-managed £165.00
Extra Visit's to the Property <i>Made at the specific request by the client.</i>	£36
Preparation and Serving of a Legal Notice <i>This will include eviction and rent increase notices.</i>	£75 for managed properties, £120 for non-managed properties.
Preparation of Accelerated Possession Order	£120 (our fee) if managed, £175 non-managed. £355 (court fee)
Court Appearance by a Paul Hubbard Ltd Representative <i>Subject to diary constraints.</i>	£100 per half day
Preparation and Submission of Deposit Dispute with DPS <i>This includes a solicitor's signature if necessary.</i>	£60
Progression of any Insurance Claims <i>Done at the request of the client.</i>	12% of final settlement
Key Cutting	£15 (plus cutting costs)
Shopping Fee <i>Where the client requests the agent to purchase minor items on their behalf.</i>	£36 (plus cost of shopping)
Gas Safety Inspection <i>If you arrange this manually while tenanted, we must receive a copy before expiry, or we will have no choice but to action this ourselves within 24hours.</i>	£90
Gas Safety Inspection with Boiler Service <i>If you arrange this manually while tenanted, we must receive a copy before expiry, or we will have no choice but to action this ourselves within 24hours.</i>	£120
Energy Performance Certificate	£114
Portable Appliance Testing	£70 (up to 5 appliances) £3 (for each extra appliance)
Electrical Installation Condition Report <i>If you arrange this manually while tenanted, we must receive a copy before expiry, or we will have no choice but to action this ourselves within 24hours.</i>	From £150 plus any remedials
Legionella Risk Assessment	£100
Chimney Sweep Certificate	£72 (per chimney)
Installation of Smoke Alarms <i>Fireangel with 10 year guarantee</i>	£49 (one alarm) £69 (two alarms)
Installation of Carbon Monoxide Alarms <i>Fireangel with 7 year guarantee</i>	£58 (one alarm) £85 (two alarms)
Preparation of Annual Tax Statement <i>Comprehensive income &amp; expenditure report suitable for tax returns.</i>	£30
Debt recovery admin charge (including solicitors' letter(s))	£120
Debt recovery admin charge	£60
Transfer of deposit fee	£30
Professional check out in house <i>Fully Photographed detailed document</i>	Let only: £120 Managed: £60