

# Additional Charges

with effect from 1st December 2023



**Insight**  
LETTINGS

SERVICE	DESCRIPTION	FEE		
		EX VAT	VAT	INC VAT
<b>Introduction Fee</b>	Including find a tenant, application, taking holding deposit, referencing, preparation and signing of tenancy agreement including right to rent checks and check in. Advising all utilities of any changes.	£500.00	£100.00	£600.00
<b>Inventory</b>	Preparation of detailed inventories by independent specialists. Cost of the inventory varies depending on the number of bedrooms the property has and if it is furnished/unfurnished.			
	Unfurnished 0 -2	£100.00	£20.00	£120.00
	Unfurnished 3 +	£125.00	£25.00	£150.00
	Furnished 0 - 2	£130.00	£26.00	£156.00
	Furnished 3 +	£150.00	£30.00	£180.00
	OTHER - POA	POA	POA	POA
	Smoke & CO testing & Installation - Full test with spray (not Audio Test)	£75.00	£15.00	£90.00
<b>Additional property visits</b>	Any additional visits in accordance with your instructions or due to the condition of the property or the way it is occupied. i.e. Additional inspections, rent chasing visit, sign off for maintenance works, accompanying Contractors or Landlord etc.	£60.00	£12.00	£72.00
<b>Additional copy statements or I&amp;E</b>	Maximum 10 pages	£35.00	£7.00	£42.00
<b>Maintenance Service Charge</b>	Covers arranging work with contractor, ensuring work is carried out to works order specification and processing invoices. 12% of the total invoice for the work carried out (minimum charge of £15 + VAT on any invoices under £150)	10%	2%	12%
<b>Rent Increase admin</b>	Fee applies where a rent is reviewed on a 12 monthly basis and results in an increase	£60.00	£12.00	£72.00
<b>Tenancy Renewal admin either fixed or periodic</b>	Upon agreement from both parties, this covers the cost of negotiation, amending and updating the terms and arranging a further tenancy agreement.	£120.00	£22.00	£144.00
<b>Additional referencing and new AST</b>	Where a change in tenant is added or removed during tenancy (per person and creation of new AST)	£140.00	£28.00	£168.00
<b>Company referencing for Company TA</b>	Carry out referencing prior to commencement of tenancy	£150.00	£30.00	£180.00
<b>Company Search for tenancy application</b>	Search carried out on Company or Firm Applicant's financial history; for any insolvency, bankruptcy, debt proceedings or county court judgements	£150.00	£30.00	£180.00

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<b>Eviction</b>	Charge to prepare and reserve all documents, tend to solicitors requirements for applications, prepare defence and witness statements	£120.00	£22.00	£144.00
	Court attendance charges may vary (per attendance)	POA	POA	POA
<b>Preparing schedule of works order post tenancy</b>	Where works are estimated to be in excess of £2000, a fee applies for the preparation of schedule of works required	£60.00	£12.00	£72.00
<b>Application for Licensing</b>	Arranging floor plans, works, statutory requirements etc to be charged in addition	£100.00	£20.00	£120.00
<b>CP12</b>	Fee covers cost of certificate, arranging a Gas Safe Engineer, access to the property, and all admin relating to this process.	£80.00	£16.00	£96.00
<b>CP12 &amp; Service</b>	Fee covers cost of certificate plus yearly service, arranging a Gas Safe Engineer, access to the property, and all admin relating to this process.	£135.00	£27.00	£162.00
<b>EICR</b>	Fee covers cost of certificate, arranging an engineer, access to the property, and all admin relating to this process.	£162.50	£32.50	£195.00
<b>EPC</b>	Fee covers cost of EPC, arranging an EPC assessor, access to the property, and all admin relating to this process.	£80.00	£16.00	£96.00
<b>PAT Testing</b>	Fee covers cost of PAT Testing, arranging an engineer, access to the property, and all admin relating to this process. Subject to the number of appliances, price may vary.	£70.00	£14.00	£84.00
<b>Withdrawals (Occupied)</b>		£250.00	£50.00	£300.00
<b>Withdrawal (Vacant)</b>	Handover of all documentation to new agent/landlord, transfer of deposit, Keys etc and all other admin required	£100.00	£20.00	£120.00
<b>Transfer Fee</b>	New Tenanted Instructions - Transfer of management documentation and information, inc. deposit etc	£200.00	£40.00	£240.00
<b>Deposit Disputes (Withdrawn Properties)</b>	Where property has withdrawn but deposit remains in our scheme	£25.00	£5.00	£30.00
<b>Key Cutting</b>	One additional key cut (more than one key £12 inc. vat per additional key)	£20.00	£4.00	£24.00

Other appropriate charges may include, but are not limited to, insurance claims, redirecting mail, supervision of renovations, overseas telephone calls / faxes, copying and supplying copy documents, recovering archive material, tax service and dealing with statutory and lenders

Insight will, if requested, correspond with the Inland Revenue and prepare and submit Tax Returns relating to income and expenditure from the Property subject to the payment of an additional fee, or to instruct a suitably qualified firm of accountants on the Landlords behalf at a cost to be agreed.