

Additional Charges

with effect from 1st July 2025

SERVICE	DESCRIPTION	FEE		
		EX VAT	VAT	INC VAT
Introduction Fee	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.	£600.00	£120.00	£720.00
Deposit Registration	Registering and protecting Deposit, managing landlord holding deposit	£45.00	£9.00	£54.00
Inventory	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	£110.00	£22.00	£132.00
	Unfurnished 3 +	£140.00	£28.00	£168.00
	Furnished 0 - 2	£145.00	£29.00	£174.00
	Furnished 3 +	£165.00	£33.00	£198.00
	OTHER - POA	POA	POA	POA
	Smoke & CO testing & Installation - Full test with spray (not Audio Test)	£90.00	£18.00	£108.00
Additional property visits	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.	£100.00	£20.00	£120.00
Additional copy statements or I&E	Minimum charge up to 10 pages. POA thereafter	£35.00	£7.00	£42.00
Maintenance Service Charge	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%
Preparing schedule of works order post tenancy	Where works are estimated to be in excess of £2000, a fee applies for the preparation of schedule of works required	£100.00	£20.00	£120.00
Rent Increase admin	Fee applies where a rent is reviewed on a 12 monthly basis and results in an increase min charge for increases up to £60 pm thereafter amount of rent inc plus vat.	£60.00	£12.00	£72.00
Tenancy Renewal admin either fixed or periodic	Upon agreement from both parties, this covers the cost of negotiation, amending and updating the terms and arranging a further tenancy agreement.	£135.00	£27.00	£162.00
Additional referencing and new AST	Where a change in tenant is added or removed during tenancy (per person and creation of new AST) inc referencing per person	£140.00	£28.00	£168.00
Company referencing for Company TA	Carry out referencing prior to commencement of tenancy	£150.00	£30.00	£180.00
Company Search for tenancy application	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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Eviction	Charge to prepare and re-serve all documents, tend to solicitors requirements for applications, prepare defence and witness statements	POA	POA	POA
	Section 21 Notice and accelerated eviction claim - no hearing	£600.00	£120.00	£720.00
	Section 8 Notice and claim for possession and money claim inc one hearing	£1450.00	£290.00	£1740.00
	Court attendance charges may vary (per attendance)	£200.00	£40.00	£240.00
Utilities Management	Dealing with utilities where either landlord or tenant has failed to set up properly	£100.00	£20.00	£120.00
Tenancy Deposit Dispute	Where Insight Lettings Ltd has cause to try and mediate a tenancy deposit due to a dispute whether formal or informal	£150.00	£30.00	£180.00
Application for Licensing	Arranging application, arranging required works and certs (charged separately),	£120.00	£24.00	£144.00
CP12/GSC	Fee covers cost of certificate, arranging a Gas Safe Engineer, access to the property, and all admin relating to this process.	£105.00	£21.00	£126.00
CP12 & Service	Fee covers cost of certificate plus yearly service, arranging a Gas Safe Engineer, access to the property, and all admin relating to this process.	£190.00	£38.00	£228.00
EICR	Fee covers cost of certificate, arranging an engineer, access to the property, and all admin relating to this process.	£295.00	£59.00	£354.00
EPC	Fee covers cost of EPC, arranging an EPC assessor, access to the property, and all admin relating to this process.	£125.00	£25.00	£150.00
PAT Testing	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. Max 5 appliances	£105.00	£21.00	£126.00
Withdrawals (Occupied)	If agreed, without prejudice	£250.00	£50.00	£300.00
Withdrawal (Vacant)	Handover of all documentation to new agent/landlord, transfer of deposit, Keys etc and all other admin required	£100.00	£20.00	£120.00
Transfer Fee	New Tenanted Instructions – Takeover ten in situ - Transfer of management documentation and information, inc. deposit etc	£500.00	£100.00	£600.00
Deposit Disputes (Withdrawn Properties)	Where property has withdrawn but deposit remains in our scheme, including negotiating and managing disputes with TDS/DPS	£150.00	£30.00	£180.00
Key Cutting	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/ managing disputes/ door knocking or checking if tenant vacated (comes under additional inspection)/

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.