

Letting & Management | Fees & Services

	Let Only	Rent Collection	Full Management	Bespoke Management
Our Services				
	8% (9.6% inc vat)	10% (12% inc vat)	13% (15.6% inc vat)	16% (19.2% inc vat)
Property Valuation and Report	•	•	•	•
Market Conditions and Compliance Advising	•	•	•	•
Rightmove, Zoopla and Primelocation marketing	•	•	•	•
Social Media Marketing via Facebook	•	•	•	•
Accompanied Viewings & Feedback	•	•	•	•
Negotiating Terms of Tenancy	•	•	•	•
Negotiating Tenancy Renewal	•	•	•	•
Anti Money Laundering (AML) Compliance	•	•	•	•
Collection of Rent		•	•	•
Emailed Monthly Statements		•	•	•
Arrears Management		•	•	•
Secure Key Holding Service			•	•
Repairs & Maintenance via Skilled Contractors			•	•
Transfer of Utilities to Tenant			•	•
Serving of Legal Notice toward tenancy end			•	•
Mid-term Property Inspection			•	•
Negotiation of Deposit Dilapidations & Dispute			•	•
Management of Project Maintenance			•	•
Free Tenancy Agreement				•
Free Deposit Registration (My Deposits)				•
Free Energy Performance Certificate				•
Free Gas Safety Certificate				•

Fees are subject to VAT and are a percentage of the agreed rent for the period of the tenancy.

Fees are reduced by 1% upon renewal to a minimum of 5% * See terms of business for more information.

Please select the service you would like Greenstone to provide you with:

Bespoke Management

Full Management

Rent Collection

Let Only

Other charges that may apply

(For more information, please contact our office)

Service	Fee (All Including VAT)
Document Administration	
Preparation of Tenancy Agreement	£60
Preparation of Short Let Agreement	£120
Drafting Addendum to Agreement	£72
Deposits & Referencing	
Deposit Protection Fee (My Deposits)	£120
Assisting with Deposit Dispute/Claim	£420
Right to Rent (Initial Check)	£96
Re-referencing (If Requested) (Per Tenant)	£60
Safety Certificate & Additional Management	
Arranging Gas Safety Certificate	£90
Arranging Energy Performance Certificate	£75
Additional Property Visits (Per visit)	£120
Arranging works over £1,000 Inc VAT	12% of Invoice Gross Amount
Assisting with insurance/warranty (Per Hour)	£96
Accounts & Payments	
Faster/Same Day Payment (UK)	£18
Faster/Same Day Payment (Overseas)	£30
Other Overseas Payments	£24
Hard Copy Monthly Statements (Per Statement)	£6
Yeah-Ended Statements	£96
Houses in Multiple Occupation (HMO)	
HMO License Application	£600
HMO Visit (Per Visit)	£96
Legal	
Attending Court (Per Hour)	£150
Preparing and Serving Section 21 (Notice Seeking Possession)	£60

Any additional services requested of, or undertaken by Greenstone are calculated on an ad-hoc basis.