

Additional Services

Pre-Tenancy Services			
	Service	Fee	Included in Property Management service
1	Referencing Fee	£30 per tenant, guarantor or permitted occupier for referencing and a financial credit check.	
2	Consent to Let (or Sublet Agreement)	£50 arrangement fee. This fee is in addition to any fees due to the freeholder and is only due if applicable.	
3	Energy Performance Certificate (EPC)	£50 arrangement fee. This fee is in addition to the cost of the certificate being carried out.	<input checked="" type="checkbox"/>
4	Gas Safety Certificate	£50 arrangement fee. This fee is in addition to the cost of the certificate being carried out.	<input checked="" type="checkbox"/>
5	Portable Appliance Test	£50 arrangement fee. This fee is in addition to the cost of the test being carried out.	<input checked="" type="checkbox"/>
6	Legionella Risk Assessment	£50 arrangement fee. This fee is in addition to the cost of the risk assessment being carried out.	<input checked="" type="checkbox"/>
7	Electrical Installation Condition Report	£50 arrangement fee. This fee is in addition to the cost of the report being carried out.	<input checked="" type="checkbox"/>
8	Carbon Monoxide and Smoke Alarms inspection	£50 arrangement fee. This fee is in addition to the cost of the alarms being installed.	<input checked="" type="checkbox"/>
9	Inventory and Check In	£50 arrangement fee. This fee is in addition to the cost the independent inventory clerk charges which will be dependent on the size and content of the property (up to a maximum of £168 for the inventory and £156 for the check in report. These charges are based on a maximum of four bedrooms).	<input checked="" type="checkbox"/>
10	Professional Clean	£50 arrangement fee. This fee is in addition to the cost the professional cleaning company charges which will be dependent on the size and content of the property.	<input checked="" type="checkbox"/>
11	Completion Handovers	£75 for us to be present on the landlord's behalf at the handover of the property from the vendor or developer following completion of a purchase. This will include a basic check of the property and taking possession of the keys, but is not a snagging service.	<input checked="" type="checkbox"/>
12	Selective Licensing Schemes	£200 arrangement fee. This fee is in addition to any fee from the relevant London Borough and is only due if applicable.	

Mid-Tenancy Services			
	Service	Fee	Included in Property Management service
13	Amendment to tenancy agreement	£50 for contract negotiation, amending terms and updating the tenancy agreement during the tenancy.	
14	Property inspection	£100 for an inspection of the property to be carried out.	<input checked="" type="checkbox"/> Includes 1 annual visit

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15	Major Works (over and above day to day repair works and in excess of £1,200)	10% of the gross cost of the works. We will obtain competitive quotes, inspect the works upon completion and provide a written report with photos.	<input checked="" type="checkbox"/> Includes day to day repair
16	Court, Tribunal and Arbitration appearance	£250 per hour attending a court hearing, tribunal or arbitration or for protracted correspondence on the landlord's behalf.	<input checked="" type="checkbox"/> 50% reduction
17	Insurance Claims	10% of the gross cost of the works in relation to an insurance claim. We will obtain competitive quotes, inspect the works upon completion and provide a written report with photos.	<input checked="" type="checkbox"/> 5% reduction
18	Tax Submission	£100 per quarter. If the landlord resides overseas and requires us to retain tax from their rental income to submit to Her Majesty's Revenue and Customs (HMRC) on their behalf.	
19	Annual Tax Certificate	£100 if the landlord resides overseas and requires us to retain tax from their rental income to submit to HMRC on their behalf. Ladybird Living will provide the landlord with an annual tax payment certificate which can be used for claiming a refund of tax from HMRC should one be due.	
20	Waiting at the Property	£75 per hour for waiting at the property to meet a third party.	
21	CHAPS/Faster Payments	£25 for the transfer of funds to the landlord by CHAPS or Faster Payment, together with the cost of the bank transfer. It is also charged if the landlord requests overseas payments.	
22	Management Take Over	£200 to cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.	

End-of-Tenancy Services

	Service	Fee	Included in Property Management service
23	Serving Notice	£70 for serving notice on the tenant to terminate the tenancy, including a notice to quit and notice under Section 21 of the Housing Act 1988.	<input checked="" type="checkbox"/>
24	Inventory Check Out Costs	£50 arrangement fee. This fee is in addition to the cost the independent inventory clerk charges which will be dependent on the size and content of the property (up to a maximum of £156. This charge is based on a maximum of four bedrooms).	<input checked="" type="checkbox"/>
25	Deposit Release	£100 per hour for liaising between the landlord and the tenant to agree the deposit release and for us to prepare a submission to The Dispute Service on the landlord's behalf in the event of a deposit dispute.	<input checked="" type="checkbox"/>
26	Surrender	£200 to cover the costs of arranging the termination and issuing a deed of surrender.	<input checked="" type="checkbox"/>