



aqua

PROPERTY
MANAGEMENT

Additional non-optional fees and charges (irrespective of level of service)

Aqua Property

Unit 1, 234 Whitechapel Road, London E1 1BJ

Item	Fee
Check In Fee	£80.00
Check Out Fee	£110.00
Preparation of Tenancy Agreement	£350.00 More than 4 occupants - additional charges of £80.00 pp.
Renewal of Tenancy Agreement	£170.00 - Exc addition of any new applicants on the tenancy Additional new tenants charged at £80.00 pp
Landlord Licensing Fees INC:	Fees vary depending on the local borough. Our fees for submitting the application are £250.00
HMO Licensing/Selective Licensing/ Additional Licensing	
Guarantor referencing	Guarantor Referencing £50.00 pp.
Inventory Fee	Subject to Quotation
Professional Cleaning	Subject to Quotation
Floor Plans	£100.00
Professional Photography	Subject to Quotation
Gas Safe Certificate (GSC)	£80.00
Electrical Installation Condition Reports (EICR)	£150
Energy Performance Certificate (EPC)	£120
Portable Appliance Testing (PAT)	Subject to Quotation
HMRC Return	£250.00
Income and Expenditure Report	£200.00
Legal Costs (if necessary)	Subject to Quotation
Undertaking Section 21 process	£1000 + Court Fees
Court Appearance	£700 per attendance
Rent Guarantee and Legal Expense Cover	£100 set up fee AND £50 -60 per month thereafter for the duration of the tenancy (terms and conditions apply)
Deposit Registration Fee £100.00	
(Register landlord and tenant details and protect the security deposit with a government authorised scheme) Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy and arrange for the deposit management at the end of the tenancy including negotiation between both parties in order to find a mutual resolution. There will be a £200 additional charge for any dispute management to include provision of evidence to relevant scheme and handling of outcome.	
Inspection visits	£80.00 - Charge is per visit
To attend in order to document the condition of the property	
Attendance charges	£75.00 - For half a day (up to 3 hours) £150.00 - For a full day (up to 6 hours)
Other than for the scheduled visits. To include but not limited to attending for deliveries, surveys and or meeting contractors	
Managing Maintenance/ Works/ Repairs	Subject to Quotation