



Letting Fee covering advertising, viewings, referencing, legal paperwork including tenancy and after tenancy administration	84% of one months rent
Organising and issuing Energy Performance Certificate (EPC)	£120.00
Organising and issuing Electrical Installation Condition Report (EICR)	£350.00
Organising and issuing Gas Safety Certificate	£126.00
Organising and issuing Legionella Risk Assessment	£120.00
Property Inventory and Schedule of Condition	
Studio	£180.00
1 Bedroom	£200.00
2 Bedroom	£220.00
3 Bedroom	£250.00
4 Bedroom	£300.00
Furnished properties	£10.00 per room additional to fee above to check all furniture and record furniture and safety labels
Copies of annual rent statement for tax purposes	£80.00
Complaint handling – applies for tenant complaints over and above standard management	£80.00 per hour and subject to £80 minimum fee

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Greenleaf Property Services is a trading name of Greenleaf Property Services Limited.
Registered Office 72 Priestfields, Rochester Kent ME1 3AB
Registered No: 06222461 England. VAT No: 908929091



Handling HHSRS Schedule of improvements or Improvement Notices from local Authority	£80.00 per hour subject to £80 minimum fee
Applying for Selective Licensing	£400.00 per property
Attending property to give access for landlords own contractors	£80.00
Organising external or landlords' own contractors where we need to obtain proof of competency and insurance	£36.00
Large project maintenance, overseeing and managing throughout- if works above £1000.00	12% of total
Section 8 Notice via our solicitors	Dependant on solicitors fees
Sending all tenancy documents to solicitor and liaising with solicitor until Court	£150.00
Section 8 Notice via landlords own solicitors	Dependant on chosen solicitors cost of notice preparation
Sending all tenancy documents to solicitor and liaising with solicitor until Court	£250.00
Attend Court and represent landlord in addition to solicitor	£120.00 per hour
Deposit dispute handling	£80.00 per hour
Send deposit to landlords own scheme – proof of scheme details required	£80.00

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