



**TIGO SALES AND LETTING  
FEES AND CHARGES SHEET**

SERVICE	FEE
SELF-MANAGING OPTION – LET ONLY (A)	Equal to 1 months rent +VAT
RENT COLLECTION SERVICE (THE DIY PACKAGE) (B)	10%+VAT of the gross monthly rent payable throughout the tenancy Tenant set-up fee of £340 +VAT (lettings and administration fee)
THE VIP- FULLY MANAGED PACKAGE (C)	12% +VAT of gross monthly rent payable throughout the tenancy Tenant set-up fee of £340 +VAT (lettings and administration fee)
Overseas Landlords	4% +vat of the overall rent payable per month
LHA/UC Tenancy Management	4% +vat of the overall rent payable per month
HMO Property Management	4% +vat of the overall rent payable per month
Legal Costs Cover	Is payable monthly at £10+VAT
Rent Guarantee/Legal Protection	Is payable monthly at £45.00+VAT
Submission of Rent Guarantee Claim	£50+VAT
Cancellation of Management Admin Fee	One and half month's rent plus VAT
Buy to Let Advisory Service	£250.00+VAT
Property Acquisition Service	2.5%+VAT of purchase price
Empty Property Management	£100.00 +VAT per calendar month plus £300.00 float
Own Tenancy Agreement	£95.00+VAT
Memorandum of Renewal Agreement	£105.00+VAT
Inventory	From £240+VAT
Inventory (HMO)	*request quote
Check Out Inspection	From £240+VAT
Court Attendance	£300.00 +VAT
Bailiff Attendance	£175.00+VAT
Property Visits for Managed Properties	£105+VAT
Property Visits Non-Managed Properties	£125.00+VAT
Safety Checks Inspections Separate	By Invoice from Contractor
Smoke Alarm/Carbon Monoxide Detector	By Invoice from Contractor
Works Supervision – Own Contractor	10%+VAT of works costs
Serving Notices	£125.00+VAT per notice (applicable only to A&B services)
Re-service of Notices	£125+VAT
Energy Performance Certificate	£110+VAT
Deposit Registration Administration Fee	£40.00+VAT per annum
Deposit Dispute Fee	£150+VAT
Key Cutting	£20.00+VAT per key
Landlord Withdrawal from Offer	Expenses to a max of £375.00+VAT dependent on case