

**EXAMPLE OF  
INFORMATION  
REQUIREMENTS**

**Hazlewoods Benchmarking Survey  
for Estate Agents**



<b>1. CLIENT GENERAL DATA</b>				
	Name			
<b>2. DETAILED PROFIT AND LOSS ACCOUNT</b>				
			This period	Previous period
	Period end			
	Number of months in period			
			£000	£000
<b>1. SALES</b>				
	Agency			
	International			
	Lettings			
	Commercial property			
	Surveying			
	Land & New Build			
	Auctioneering			
	Conveyancing fees			
	Mortgage services			
	Removals			
	Financial Services			
	Other			
			£	£
<b>2. STAFF COSTS</b>				
	Directors remuneration			
	Proprietors - productive			
	Proprietors - administrative			
	Non-proprietors - productive			
	Non-proprietors - administrative			
	Salaries staff - administrative			
	Salaries staff - "productive"			
	Recruitment costs			
	Other wages			
	Pensions			
	Training			
	Staff subsistence			
	Other staff costs			
			£	£
<b>3. SALES &amp; MARKETING</b>				
	Commission paid			
	Advertising			
	Subscriptions to marketing websites			
	PR / Leaflets			
	Sign boards			
	Entertaining / gifts			
	Other			
			£	£
<b>4. PREMISES COSTS</b>				
	Rent			
	Rates			
	Cleaning			
	Property insurance			
	Property depreciation			
	Light, heat & power			
	Repairs			
	Other			
			£	£
<b>5. COMMUNICATION/ IT costs</b>				
	Post / telephone			
	Printing & stationery			
	Web site design / maintenance			
	IT depreciation			
	Computer consumables			
	Other			
			£	£



6. TRAVEL				
Motor & travel / servicing				
Motor insurance				
Motor vehicle depreciation				
Car leases				
Other				
			£	£
7. ADMINISTRATION				
Insurance - general				
Bad debts				
Audit / Accountancy				
Sundries				
Charitable donations				
Subscriptions				
P/I sale of assets				
Depreciation (not property / MV / IT)				
Maintenance of equipment				
Legal & professional				
Consultancy				
Equipment hire - non motor / IT				
Amortisation				
Other				
			£	£
8. OTHER INCOME				
Rent receivable				
Interest receivable				
Other				
			£	£
9. FINANCE COSTS				
HP interest				
Bank overdraft interest				
Loan interest				
Bank charges				
Other				
			£	£
3. OTHER DATA				
			This period	Previous period
Number of properties sold				
Average selling price of properties				
Directors nos ( FTWE )				
Proprietors - productive				
Proprietors - administrative				
Non- proprietors : productive				
Non- proprietors : administrative				
Partners (FTWE)				
Productive				
Administrative				
Staff nos (FTWE):				
Productive employees				
Administrative employees				
Are offices :-				
Owned				
Leased				
A combination of the above				
Rental value of owned properties				

**Please return all completed forms to:**

**Nick Haines**  
LLP Partner

Hazlewoods LLP, Windsor House, Bayhill Road, Cheltenham, GL50 3AT