Landlord fees schedule

	LEVELS OF SERVICE OFFERED		
	Tenant Find: 000% of rent (inc. VAT)	**Rent collection: 000% of rent (inc. VAT)**	**Fully managed: 000% of rent (inc. VAT)**
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find service	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Tenancy Deposit dilapidation negotiations			✓
Hold keys securely throughout the tenancy term			✓

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Landlord fees schedule

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £48 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide £60 (inc. VAT) per tenancy
- Handling local authority licensing application £600 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: 3.6 weeks rent (inc. VAT) per tenancy or 2.4 weeks rent (inc. VAT) if fully managed. Referencing for up to two tenants (ID and Sanctions checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant/Guarantor Referencing Fees: £36 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Inventory / Schedule of Condition Fees: £180 (inc. VAT) per tenancy (see separate document). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings.

START OF TENANCY FEES CONTINUED

Landlord Withdrawal Fees (before move-in): £420 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

DURING TENANCY FEES

Rent Collection Service: 12% (inc.VAT) of monthly rent. Collect and remit the monthly rent received. Protect deposit with lan Collect and remit the monthly rent received. Prepare and submit monthly statements. Protect deposit with landlord and tenant details under a Government authorised scheme. Provide tenant with deposit certificate & prescribed information in required timeframes.

Fully Managed Service: 14.4% (inc. VAT) of monthly rent. Collect and remit the monthly rent received. Prepare and submit monthly statements & BACS payments. Landlord and tenant liaison & mediation. 24hr maintenance reporting system for tenants. Deduct commission and other works. Arrange routine repairs and instruct approved contractors. Undertake two property inspection visits per annum- issue full report with recommendations for the attention of landlord & tenant. Make any HMRC deduction and provide tenant with NRL8 (if relevant).

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

propertymark cmp Client Money Protection

INDEPENDENT REDRESS:

www.tpos.co.uk

The Property Ombudsman

Landlord fees schedule

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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DURING TENANCY FEES CONTINUED

Additional Property Visits: £102 (inc. VAT) per visit.
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £120 (inc. VAT) per tenancy.
Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice.

Variations to Contract Fees: £180 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies

Right-to-Rent Follow-Up Check: £36 (inc. VAT) per check.
Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

DURING TENANCY FEES CONTINUED

Landlord Withdrawal Fees (during tenancy): £420 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-Find service.

RENT & LEGAL PROTECTION COVER

Rents £0-£500: £30 per month
Rents £501-£1000: £33 per month
Rents £1001-£1500: £34 per month
Rents £1501-£2000: £36 per month
Rents £2001-£2500: £38 per month
Rents£2501-£3000: £46 per month
Rents £3001-£10,000: 3.2% of rent per month

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END OF TENANCY FEES

Check-out Fees: £180 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repaymen

Fees for the service of Legal Notices: £180 (inc. VAT) per Notice.

Court Attendance Fees: £60 (inc. VAT) per hour.

FINANCIAL CHARGES

Submission of Non-Resident Landlords receipts to HMRC £180 (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £36 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: £420 (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under 'Set-up Fees' above, receiving and protecting the tenancy deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £36 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Overseeing Works Outside Tenancy: 12% (inc. VAT) of invoiced works.

Void Management: £120 (inc. VAT) per month.

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