LANDLORD FEES SCHEDULE

Services Checklist – Open House Estate Agents

Service Provided	Let Only	Rent Processing	Fully Managed
Property Market Appraisal & Rental Guidance	✓	✓	✓
Advertising Property to Find Suitable Tenants	✓	✓	✓
Arranging and Conducting Property Viewings	✓	✓	✓
Tenant Referencing and Background Checks	✓	✓	✓
Confirming Tenant Selection with Landlord	✓	✓	✓
Ensuring Compliance with Immigration Act 2014 (Right to Rent Checks)	✓	✓	✓
Preparing and Signing Tenancy Agreement	✓	✓	✓
Handling Initial Tenant Deposit and Prescribed Information	✓	✓	✓
Holding Tenant Payments in a Client Money Account	✗	✓	✓
Forwarding Collected Rent via BACS Transfer	✗	✓	✓
Ongoing Rent Collection and Payment Processing	✗	✓	✓
Annual Rent Reviews and Tenancy Renewals	✗	✓	✓
Tax Deduction for Overseas Landlords (if applicable)	✗	✓	✓
Arranging Repairs, General Maintenance & Replacements	✗	✗	✓
Liaising with Tenants for Day-to-Day Tenancy & maintenance Issues	✗	✗	✓
Conducting Regular Property Inspections with Reports	✗	✗	✓
Coordinating Safety Checks (Gas, Electrical, etc.)	✗	✗	✓
Providing Monthly Rental Statements.	✗	✗	✓
Liaising with Utility Companies for Meter Readings	✗	✗	✓
Managing the Property Remarketing for New Tenancy	✗	✗	✓
Handling Tenant Eviction Procedures as Required	✗	✗	✓

LANDLORD FEES SCHEDULE

Landlord Service Fees

Service	Fees (Incl. VAT)
Let Only Service	90% of the first month's rent
Let and Rent Collection Service	9% of total rent payable for full tenancy
Fully Managed Service	12% of total rent payable for full tenancy

Additional Landlord Service Fees

Here is a detailed tabular form of all the services and their respective fees mentioned:

Pre-Tenancy Fees (All Service Levels)

Service	Fee (inc. VAT)
Energy Performance Certificate (EPC)	From £72 per tenancy
Gas Safety Certificate	From £60 per tenancy
Electrical Installation Condition Report (EICR)	From £100 per tenancy
Portable Appliance Testing (PAT)	From £70 per tenancy
Legionella Risk Assessment	£140 per tenancy
Installing Smoke Alarms & Carbon Monoxide Detectors	From £60 per alarm
Testing Smoke Alarms & Carbon Monoxide Detectors	From £50 per tenancy
Handling Local Authority Licensing Application	£POA

Start of Tenancy Fees

Service	Fee (inc. VAT)
Setup Fees	£400 per tenancy
Additional Tenant Referencing Fees	£50 per tenant
Guarantor Fees	£50 per guarantor
Permitted Occupier Fees	£90 per permitted occupier
Deposit Registration Fees (where collected)	£50 per tenancy
Inventory Fees	From £160 per tenancy (based on property size)
Accompanied Check-in Fees	From £100 per tenancy
Landlord Withdrawal Fees (before move-in)	Up to one month's rent per tenancy

LANDLORD FEES SCHEDULE

During Tenancy Fees

Service	Fee (inc. VAT)
Additional Property Visits	£50 per visit
Rent Review Fees	£150 per tenancy
Renewal Fees	£250 per tenancy
Right-to-Rent Follow-Up Check	£30 per check
Arrangement Fees for Works Over £500	12% of net cost

End of Tenancy Fees

Service	Fee (inc. VAT)
Check-out Fees	From £160 per tenancy
Tenancy Dispute Fee	From £50 per tenancy
Service of Legal Notices (Section 8 or 21)	£100 per notice
Court Attendance Fees	£220 per day
Sale of Property to Tenant	1% of sale price

Financial Charges

Service	Fee (inc. VAT)
Interest on Unpaid Commission	5% above the Bank of England Base Rate
Contractor Commission	10% of contractor's invoice
Submission of Non-Resident Landlords Receipts to HMRC	£100 per quarter
Additional HMRC Reporting Fees	£40 per request
Annual Income & Expenditure Schedule	£85 annually
Same-Day Payment Fees	£35 per payment

LANDLORD FEES SCHEDULE

Other Fees & Charges

Service	Fee (inc. VAT)
Arrangement Fees for Refurbishments Over £500	12% of net cost
Professional Hourly Rate	£POA
Duplicate Rental Statements	£POA
Obtaining More Than Three Contractor Quotes	£60 per quote
Vacant Property Management Fees	£90 per visit
Management Take-over Fees	£POA
Deposit Transfer Fees	£50 per deposit

Please ask a member of staff if you have any queries about our Fees.