



Services and Fees for 2023

Effective 1 January 2023

Management Fee

Tenant find fee of £350 handover fee for rents up to £500 and £500 for rents above £500 where applicable, plus 12% of the rent for the whole time the tenant stays in the property in North East, Yorkshire and Midlands

15% in London and connected areas

We'll:

- Discuss local market conditions
- Advise on preparing your property for letting
- Keep you up to date on compliance and health & safety
- Put up a To Let board
- Market the property and advertise on relevant portals
- Arrange and accompany viewings
- Collect & hold the deposit
- Ask tenants to set up rent payments and pass monies on
- Make any necessary HMRC deduction
- Chase late rent payments
- Discuss renewal or termination
- Deal with day-to-day management including repairs
- Give utility suppliers meter readings when the tenancy starts and ends
- Hold a working fund of minimum 1 month's rent and make payments
- Organise the following safety checks; gas safety record, electrical safety tests, smoke and carbon monoxide alarms
- Visit the property at least once a year
- Provide an emergency out of hours service
- Manage the end of tenancy process and deposit return

Vacant management (before you let or between tenancies): This depends on what you need:
Minimum monthly fee £120

Management only service 12% of rent payable

Sale of Property (including sales progression) 1.25 - 2% of the agreed sale price

Extra optional and non-optional fees & charges:

Service	Charges (all prices in Pound Sterling) including VAT
Right to Rent Checks	£48
Follow up checks	£76.80
Deposit registration (AST) per year	£38.40
Change of sharer	£300
For each additional change of sharer at the same time	£50
Change of ownership set up	£72 - 250
Handle payment of service charges per year	£60
Annual license holding per year	£75
Inventory Preparation and check in	£120
Inventory check out	£120
Meeting contractors, third parties to assist with insurance claims, HMO visits and/or any additional property visits per visit	£70
Arranging works or refurbishment under £1,000	3% of net cost
Arranging works or refurbishment over £1,000	7% of net cost
Quarterly return to HMRC per landlord	£120
Consolidated statement per copy	£30
Tenancy renewal paperwork	£200
Cancelling a let before the tenant moves in	£150 + costs
Transferring deposit to landlord or other agent during tenancy	£90
Arranging key cutting	£10 + costs
Helping with deposit adjudication (AST) per hour	£50
Preparing and serving notices: Section 13 notice	£150
Preparing and serving notices: Section 21 notice	£150
Preparing and serving notices: Notice to quit	£100
Attending court per hour	£120
Making a payment outside the UK	£30 + any associated bank fees
Making a same day payment in the UK	£30
Getting quotes, if you then organise the work yourself	£600
Getting quotes, if you then decide against any work	£120

Interest on unpaid fees or other money due at 2% above Bank of England base rate per annum, calculated daily.