Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: 9.6% of rent (inc. VAT)	Rent collection: 6% of rent (inc. VAT)	Fully managed: 12% 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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V: MAY26

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) £120 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) - subject to quotation
- Electrical Installation Condition Report (EICR) - subject to quotation
- Portable Appliance Testing (PAT) - subject to quotation
- Legionella Risk Assessment £120 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide - subject to quotation

START OF TENANCY FEES

Set-up Fees: 9.6% (inc. VAT) of 12 months rent. 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.

Inventory / Schedule of Condition Fees: Maximum £500 (inc. VAT) per tenancy (see separate document). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-in): £300 (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.

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INDEPENDENT REDRESS:

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The Property Ombudsman

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DURING TENANCY FEES

Additional Property Visits: £70 (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: £200 (inc. VAT) per tenancy (included for Fully Managed properties)
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 is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Variations to Contract Fees: £60 (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 from 1 May 2026.

Right-to-Rent Follow-Up Check: £25 (inc. VAT) per check (inc luded for Fully Managed properties)
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.

END OF TENANCY FEES

Check-out Fees: Maximum £500 (inc. VAT) per tenancy.
Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Deposit Dispute Fee: £250 (inc. VAT) per tenancy. The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. Not applicable for Fully Managed properties.

Fees for the service of Legal Notices: £200 (inc. VAT) per Notice.

Court Attendance Fees: £200 (inc. VAT) per hour.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 10% above the Bank of England Base Rate from Due Date until paid.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £200 (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.

Deposit Transfer Fees: £50 (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.

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