

Landlord fees schedule

LEVELS OF SERVICE OFFERED

	ESSENTIALS £595 (inc. VAT)	BASICS 12.5% of rent (inc. VAT)	PREMIUM 15% of rent (inc. VAT)
Appraise property for rental value & compliant letting	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on any refurbishment requirements as may be required	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals, company website and social media platforms	✓	✓	✓
Carry out accompanied viewings	✓	✓	✓
Appropriate tenant selection aligning with the Landlord's desired Tenant profile	✓	✓	✓
Comprehensive financial checks & referencing Right to Rent checks PEPs & Sanctions checks	✓	✓	✓
Prepare & execute appropriate Renters Rights Act compliant tenancy agreement	✓	✓	✓
Serve requisite documentation to validate Landlord's possession provisions	✓	✓	✓
Arrange the production of an Inventory and Schedule of Condition & Cleanliness	✓	✓	✓
Arrange protection of the Tenant's deposit with one of the three Government approved schemes	✓	✓	✓
Demand, collect and remit the initial months' rent & deposit	✓	✓	✓
Advise all relevant utility providers of meter reading, tenancy details & account name changes		✓	✓
Demand, collect and remit the monthly rent		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Co-ordinate Routine Property Visits (month 3 & 6 and six monthly thereafter. Provide the Landlord with a comprehensive report		✓	✓
Complete Renters' Rights Act 2025 compliant rent reviews		✓	✓
Arrange a checkout inspection & comprehensive report		✓	✓
Arrange routine repairs and instruct approved contractors			✓
Mediate claims against the security desposit & disburse in accordance with agreement or adjudication award decision			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

REQUIRED SERVICES TO SET UP AND MAINTAIN COMPLIANCE & PROTECT YOUR TENANCY & PROPERTY

Tenancy creation Fee: £250 (inc. VAT) per tenancy.

- o High profile advertising and reach to market.
- o Accompanied property viewings.
- o Appropriate tenant selection to align with the landlord's desired tenant profile.
- o Comprehensive referencing and financial checks on the prospective tenant.
- o Right to Rent checks.
- o Preparation and execution of the appropriate tenancy agreement.
- o Deregulation Act 2015 compliance – serve the requisite documents on the tenant.
- o Collection of the move-in rent.
- o Collection of the deposit & draft and serve on the tenant the Prescribed Information & the scheme T&Cs.

Deposit Protection (where collected) or Deposit Alternative Scheme Administration & PEPs and Sanctions Checks Fee: £5 (inc. VAT) per month.

Utility & Council Tax account transfer (both check-in and check-out) Fee: £25 (inc. VAT)

Inventory Fees: (inc. VAT)

No. beds	Unfurnished	Furnished
1	£115	£130
2	£140	£155
3	£160	£180
4	£180	£225
5	£225	£250
6	POA	POA

CLIENT MONEY PROTECTION:



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RECOMMENDED OPTIONAL SERVICES

Rent Guarantee & Legal Expenses Protection: £360 PA (inc. VAT)

- o Pays 100% of the monthly rent (capped at £8000pcm).
- o Nil excess policy.
- o All legal costs associated with eviction (mediation, serving of notices, bailiffs, locksmiths, court costs etc.) are covered up to £100,000.
- o The policy will pay rent for an indefinite period until vacant possession.
- o There is no limit to the number of months of missed rent that the policy will pay out (T&Cs apply)
- o If the property has been damaged, the policy will pay 75% of the monthly rent for up to 3 months after vacant possession.

1-1 Accompanied Tenant Check-in Fee: £115 (inc. VAT) per tenancy.

This ensures that you are afforded a controlled and impartial agreement of the Inventory, the critical document for substantiating a claim against a tenant's deposit or deposit alternative scheme.

ADDITIONAL SERVICES & FEES (ALL SERVICE LEVELS)

- Energy Performance Certificate (EPC) £125 (inc. VAT)
- Desktop MEES (Minimum Energy Efficiency Standard) Assessment & Draft EPC £90 (inc. VAT)
- Energy efficiency improvement inspection £40 (inc. VAT)
- Gas Safety Record (GSR) £90 (inc. VAT)
- Oil Safety Inspection & Record £125 (inc. VAT)
- Electrical Installation Condition Report (EICR) £220 (inc. VAT)
- Legionella Risk Assessment £99 (inc. VAT)
- Installing Smoke & Carbon Monoxide alarms from £24 (inc. VAT) per alarm when installed during the production of the Inventory and Schedule of Condition & Cleanliness

INDEPENDENT REDRESS:



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DURING TENANCY FEES

Property Visits: £50 (inc. VAT) per visit.

Annual Rent Review Fee: £90 (inc. VAT) per tenancy.
Serve a Section 13 Notice (Form 4a) as required by the Renters' Rights Act 2025. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate and agree the new rent with the tenant and direct the tenant to make payment change as appropriate.

Right-to-Rent Follow-Up Check: £50 (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.

Arrangement Fees for works over £1000 : 12% of gross cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only.

Fees for the service of Legal Notices (Section 8 or Section 21): £120 (inc. VAT) per Notice.

END OF TENANCY FEES

Check-out Fee: £120 (inc. VAT) per tenancy.
Arrange the checkout inspection, review the checkout report and provide advice and guidance to the Landlord on how to proceed with the administration of the Tenant's deposit or deposit alternative security.

Tenancy deposit or deposit alternative claim dispute case building Fee: £300 (inc. VAT) per tenancy.
The costs associated with the preparation of all evidence and submitting the case to the scheme's dispute resolution adjudication provider as well as dealing with all correspondence relating to the dispute.

Court Attendance Fees: £90 (inc. VAT) per hour.

TERMINATION OF TERMS OF BUSINESS DURING TENANCY

In the event that the Landlord wishes to terminate the Terms of Business and withdraw from the Agent's services within the first 12 months of the first tenancy created under the Terms of Business and in the event that the Agent introduced the Tenant to the Landlord and the Property a termination fee will be payable: Equal to one month's rent plus VAT per tenancy.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Contractor Commission: 15% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Submission of Non-Resident Landlords receipts to HMRC £60 (inc. VAT) quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £75 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £50 (inc. VAT) annually.

Same-Day Payment Fees: £10 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.

OTHER FEES AND CHARGES

Arrangement Fees for refurbishments over £1000 : 10% of gross cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than three contractor quotes: £25 (inc. VAT) per quote. Fully Managed service only.

Vacant Property Management Fees: £50 (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: £0 (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 security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £30 (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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