

Landlord fees schedule

	Rent collection: 9.6% of rent (inc. VAT)	Managed: 15.6% of rent (inc. VAT)
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	✓	✓
Provide tenants with method of payment	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Collect and remit initial months' rent	✓	✓
Provide tenants with method of payment	✓	✓
Demand, collect and remit the monthly rent	✓	✓
Hold keys securely throughout the tenancy term	✓	✓
Arrangement payments for statutory requirements	✓	✓
Agree collection of any shortfall and payment method	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓
Advise all relevant utility providers of any changes	✓	✓
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		✓

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Prices include VAT

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 per certificate.
- Gas Safety Certificate (GSR) and Boiler Service £160 per certificate - annual requirement.
- Electrical Installation Condition Report (EICR) £260 per certificate - required at least every 5 years.
- Portable Appliance Testing (PAT) £110 per certificate - annual requirement.
- Legionella Risk Assessment £60 per tenancy.
- Installing Smoke alarms and Carbon Monoxide £180 as required.
- Handling local authority licensing application £350 per submission .
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £120.



START OF TENANCY FEES

Set-up Fees: included in Rent Collection and Management Fee. 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 Referencing Fees: included in Rent Collection and Management Fee. As Set-up Fees above for additional tenants.

Guarantor Fees: £120. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: included in Rent Collection and Management Fee. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Deposit Registration Fees (where collected): included in Rent Collection and Management Fee. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory / Schedule of Condition Fees: £150 - £220 per report (see separate document). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings.

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Prices include VAT

DURING TENANCY FEES

Additional Property Visits: £120 per additional visit. Where an additional property visit is requested by the landlord, or is required as a condition of the property licence, and falls outside the visits included within the existing Terms of Business, a fee of £120 will apply per visit.

This fee covers attendance at the property, preparation of a Property Inspection Report, and any recommendations arising from the inspection.

Rent Review Fees: 4.8% per tenancy, chargeable annually in advance.

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: £150 per tenancy should the Landlord wish to amend a current tenancy agreement. For example; change in ownership, name change or any other amendments.

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: included in Rent Collection and Management Fee.

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 one-off works over £2,500 will be charged on the basis of 12% of the invoice cost. 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 two contractor quotes: £50 per additional quote. Managed service only.

END OF TENANCY FEES

Check-out Fees: £160 - £180 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: £150 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.

Fees for the service of Legal Notices: £120 per Notice.

Court Attendance Fees: £250 per hour.

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Prices include VAT

FINANCIAL CHARGES

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

Fees for providing an Annual Income and Expenditure Schedule: included in Rent Collection and Management Fee.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £120 per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: included in Rent Collection and Management Fee. 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: included in Rent Collection and Management Fee. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

