

Landlord Fees Schedule

	Letting Only: 6% (of total rent payable) tenancy set up fee + VAT	Letting & Rent Collection: 4% Tenancy Set-up + 7% Monthly + VAT	Letting, Rent Collection & Full Management: 1 Week tenancy setup fee + 10% monthly + VAT	Premium Management Service: 1 Week Tenancy Setup Fee + 15% Monthly + VAT
Initial market valuation of the property	✓	✓	✓	✓
Full marketing details provided & full marketing	✓	✓	✓	✓
Staff accompanied viewings	✓	✓	✓	✓
Negotiate the terms of the tenancy between the parties	✓	✓	✓	✓
Obtain reference report and credit search each adult applicant* & Right to Rent check on each adult occupier*	✓	✓	✓	✓
Schedule of condition – check in and check out report*	✓	✓	✓	✓
Preparation and completion of tenancy agreement*	✓	✓	✓	✓
Collect first month's rent and a security deposit	✓	✓	✓	✓
Issue prescribed information with regard to payment of deposit & register deposit with Deposit Protection Scheme (DPS)*	✓	✓	✓	✓
Collect rent from the tenant & issue rent statement to the landlord		✓	✓	✓
Assist with tax exemption certificate (if landlord is overseas)*		✓	✓	✓
Negotiate renewal of tenancy & negotiate rent reviews		✓	✓	✓
Serve prescribed S21 notice at end of tenancy			✓	✓
Negotiate deductions from deposit at end of tenancy			✓	✓
Assist with deposit disputes and applications to the DPS			✓	✓
Periodic inspections and photographic reports			✓	✓
Point of contact throughout the tenancy			✓	✓
Arrange works and maintenance			✓	✓
Obtain estimates for works			✓	✓
Serve prescribed notice where breach of tenancy			✓	✓
Professional Check-in & check-out included				✓
Professional Inventory Included				✓
Energy Performance Certificate (EPC) included				✓
Annual Gas Safety Certificate (GSC) included				✓
Electrical Installation Condition Report (EICR) included				✓
Installation of Carbon Monoxide (Co2) detector				✓

*Service is subject to additional fee, see charges listed

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Additional non-optional fees and charges

* All fees listed include VAT

Pre-tenancy package (includes reference reports, tenancy agreement, right to rent checks & deposit registration)	1 – 2 tenants: £350 3+ tenants: £395
Reference report/credit checks (to a max of 2x tenants)	£60
Reference report/credit check (to a max of 2x guarantors)	£60
Reference report for each additional tenant or guarantor	£24
Right to Rent check (per occupier 18 years and over)	£36
Standard tenancy agreement (AST) including on renewal	£250
Check and administer landlord's own tenancy agreement	£250
Deposit registration fee	£50
Withdrawal from agreed offer (minimum fee applies)	£1020
Administer tax to HMRC for overseas landlord per quarter	£50
Administer HMO or local authority license application	Premium/Fully Managed: £300 Rent Collect/Let Only: £370
Additional inspection at landlord's request	£120
Waiting at property on behalf of landlord per hour	£95
Schedule of condition at check in and check out	Subject to quotation, dependent on property size
Key cutting arrangement	£25
Service of statutory notice (Rent Collect & Let Only service)	£180
Court attendance (Rent Collect & Let Only Service)	£160
Arrangement of partial or total refurbishment (over £500)	10% of project cost
Assistance with insurance claim	10% of claim settlement amount
Fixed term renewals (Let Only & Rent Collection service)	£199
Rent Warranty, rent insurance and/or legal protection	Subject to quotation by third party provider
Property clean (Start of and/or end of tenancy)	Subject to quotation by third party provider

Energy Performance Certificate (EPC)	From £90
Gas Safety Certificate (GSC)	From £90
Electrical Installation Condition Report (EICR)	Subject to quotation
Portable Appliance Testing (PAT)	
-up to 10 appliances	From £142
-up to 20 appliances	From £180
Legionella Risk Assessment	From £85
Smoke Alarms & Carbon Monoxide testing or installation (including on first day of tenancy)	From £60
Gas Boiler Service	Subject to quotation
Fire Risk Assessment (for HMO's)	Subject to quotation

Please ask a member of staff if you have any questions about our fees, and we would be happy to advise you.

Client money protection:

clientmoneyprotect.co.uk



Independent Redress:

theprs.co.uk



Inventory & Schedule of Condition Services

Inventory & Check In	Furnished	Unfurnished
Studio	£120.00 Inc VAT	£102.00 Inc VAT
1 Bedroom	£120.00 Inc VAT	£102.00 Inc VAT
2 Bedroom	£132.00 Inc VAT	£114.00 Inc VAT
3 Bedroom	£144.00 Inc VAT	£126.00 Inc VAT
4 Bedroom	£186.00 Inc VAT	£144.00 Inc VAT
5 Bedroom	£204.00 Inc VAT	£162.00 Inc VAT

Check Out	Furnished	Unfurnished
Studio	£132.00 Inc VAT	£112.20 Inc VAT
1 Bedroom	£132.00 Inc VAT	£112.20 Inc VAT
2 Bedroom	£145.20 Inc VAT	£125.40 Inc VAT
3 Bedroom	£158.40 Inc VAT	£138.60 Inc VAT
4 Bedroom	£204.60 Inc VAT	£158.60 Inc VAT
5 Bedroom	£224.40 Inc VAT	£178.20 Inc VAT