



LANDLORD FEE SCHEDULE

Your Guide to Our
Lettings Services

Trusted local property experts helping you
buy, sell, and let in Surrey and South West London.

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FEE SCHEDULE

	FULLY MANAGED 12% OF RENT (14.4% INC. VAT)	RENT COLLECT 9% OF RENT (10.8% INC. VAT)	LET ONLY 8% OF RENT (9.6% INC VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town & Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Source tenants	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Make any HMRC deduction and provide tenant with NRL8 (if relevant)	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	
Provide tenants with method of payment and serve the Tenant prescribed information	✓	✓	
Pursue non-payment of rent and provide advice on rent arrears actions	✓	✓	
Monthly collection of fees	✓	✓	
Demand, collect and remit the monthly rent	✓	✓	
Inform the landlord prior to the expiry of Safety Certificates; organise and take payment for new inspections	✓	✓	
Advise all relevant utility providers of any changes	✓		
Undertake two routine visits per annum and notify the outcome to the landlord	✓		
Arrange and take payment for routine repairs and instruct approved contractors	✓		
Security Deposit dilapidation negotiations	✓		
Hold keys throughout the tenancy terms	✓		

FEES AND CHARGES (Including VAT)

Commission Fees

Let Only 9.6% (8% excl. VAT) Renewal fee on first 2 years of renewal 8.4% (7% excl. VAT)
Fees for continuation period 6% (5% excl. VAT)

Rent Collect 10.8% (9% excl. VAT) Renewal fee on first 2 years of renewal 9.6% (8% excl. VAT)
Fees for continuation period 6% (5% excl. VAT)

Fully Managed Service 14.4% (12% excl. VAT) Renewal fee on first 2 years of renewal
13.2% (11% excl. VAT) Fees for continuation period 9.6% (8% excl. VAT)

Right-to-Rent Follow-Up Check: £60 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 service is included without additional cost in the Fully Managed service.

Landlord Withdrawal Fees: If the Landlord withdraws from a proposed Tenancy, after an applicant has passed referencing but prior to the completion of Tenancy documentation, there will be an Abort Fee of no less than one week's rent plus VAT as a contribution towards the reasonable costs and expenses incurred.

Landlord Float: We will hold a float of £350 on 'Fully Managed' tenancies. We will inform the Landlord of any maintenance or repairs required and will arrange such repairs up to a limit of £350 including VAT if sufficient funds are held.

Contract Fees

Tenancy Agreement Fee: £300

Short Let Tenancy Agreement Fee: £204 These tenancy agreements are a fixed cost fee that can cover a variety of works depending on the individual circumstances of each tenancy, including but not limited to, negotiating the tenancy, verifying references, undertaking Right to Rent checks and drawing up contracts. This charge is applicable per tenancy. The charge will not exceed this sum unless you request one of the specific additional services or fees set out elsewhere in this document.

Contract Change: £50 for the amendment of any contract from either tenant or landlord during the tenancy.

FEES AND CHARGES (Including VAT)

Pre-Tenancy Fees (ALL SERVICE LEVELS)

Energy Performance Certificate (EPC):

£120-£200 subject to quote

Gas Safety Certificate (GSC): £120

Legionnaires Risk Assessment: £120

Portable Appliance Testing (PAT): £120

Fitting Carbon Dioxide and Smoke alarms: £48 per unit.

Electrical Installation Condition Report (EICR):

- Studio £200
- One Bedroom £220
- Two Bedroom £240
- Three Bedroom £300
- Four Bedroom £400
- Five Bedroom £475

For larger properties, an individual price will be quoted

Deposit Registration Fees (where a deposit is collected & held in our separate client account): £60 per tenancy. Register landlord and tenant details and protect the security deposit with a government-authorized scheme. Provide the tenant(s) with the Deposit Protection Certificate and prescribed information within 30 days of the tenancy start date.

Inventory Check-In Fees:

- Studio £210
- One Bedroom £240
- Two Bedroom £280
- Three Bedroom £330
- Four Bedroom £390

For larger properties an individual price will be quoted.

Check Out Fees

- Studio £210
- One Bedroom £210
- Two Bedroom £240
- Three Bedroom £240
- Four Bedroom £300

For larger properties an individual price will be quoted.

Start/End of Tenancy Cleaning:

- Studio £200
- One Bedroom £250
- Two Bedroom £300
- Three Bedroom £400
- Four Bedroom £500
- Five Bedroom £600

Carpet shampoo is £24 per room additional charge.

For larger properties an individual price will be quoted.

FEES AND CHARGES (Including VAT)

Additional Property Visits: £120 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.

Fees for the service of Legal Notices (Section 8 or Section 21): £150 per Notice. A Section 8 Notice fee won't apply to Managed Tenancies.

Court Attendance Fees: £120 per hour.

Arrangement Fees for contractor work over £1000: 9.6% of net cost (8% excl. 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.

Referral Fees: Any commission, interest or other income earned by Pacey Wingent Dickson while carrying out our duties as agent for the letting and/or management of the property, for example by referrals to solicitors, referencing agencies, EPC providers, contractors, Tenant Shop, Zero Deposit or inventory clerks, will be retained by Pacey Wingent Dickson. We may receive a referral fee or other payment if we recommend you to another business, for example to solicitors, referencing agencies, trade contractors or other service providers.

FINANCIAL CHARGES

Interest on Unpaid Commission: To be charged 6% above the Bank of England Base Rate or a total of 8% (whichever is higher) from Due Date until paid.

Contractor Commission: Vetted contractors may pay a referral fee to Pacey Wingent Dickson. The fee paid will be included within the contractor's invoice and could be up to 25% of the total invoice amount depending on the service provided. This will not affect the final amount payable by the landlord.

Submission of Non-Resident Landlords receipts to HMRC: £120 quarterly. To remit and balance the financial Return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £60 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: £120 annually.

Same-Day Payment Fees: £15 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.

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We're here to help

Get In Touch

Speak to our friendly team



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