

# Landlord Fees Schedule



## LEVELS OF SERVICE OFFERED

**Full Management Service (16% plus VAT) 19.2%**

**Rent Collection Only (10% Plus VAT 12% & Enhanced Service (12% plus VAT) 14.4%**

**Let Only Service (8% plus VAT) 9.6% & Enhanced Service (9% plus VAT) 10.8%**

**Management Only Service (6% plus VAT) 7.2%**

**Introduction Only Services (One Month's Rent Plus VAT)**

Digital and Personal Marketing	✓	✓	✓		✓
Marketing Strategy and Advice	✓	✓	✓		✓
Accompanied Property Viewings	✓	✓	✓		✓
Negotiation of Tenancy Offer	✓	✓	✓		✓
Pre-tenancy documentation, including contract, referencing, right to rent checks	✓	✓	✓		
Administering and Holding of Deposit	✓	✓	✓		
Check in appointment, smoke and carbon monoxide alarm checks	✓	✓	✓		
Utility and service management, including gas, electric, water and council tax at the start and end of the tenancy (Let Only Service: only where we are advised the tenancy has ended)	✓	✓	✓		
Rent Collection, Statements and Arrears Management	✓	✓			
Tenancy Extension or Rent Review	✓	✓	✓		
Landlord online portal	✓	✓			
Pre and Post Tenancy Works	✓				
Key Holder Facility	✓	Enhanced Service Only			✓
Dedicated Property Manager & access to specialist advice	✓				✓
24 Hour and Emergency Out of Hours repair support	✓				✓
Management of routine repairs and maintenance	✓				✓
Manage and coordinate annual and periodic safety inspections	✓	Enhanced Service Only			✓
Access to fully qualified, insured and vetted contractor panel	✓				✓
Payment of outgoings and property related invoices on your behalf*	✓				✓
Property refurbishment advice	✓				✓
Periodic Property Inspection Visit	✓				✓
Negotiation regarding end of tenancy claims	✓				✓
Check Out Coordination	✓				✓
Advising of Deposit Deductions and Negotiation	✓				✓
Liaison and processing of deposit dispute resolutions	✓				✓
<i>Some of the above may incur additional charge please see Services and Fees</i>					
<i>*Excluding mortgage and/or loan repayments</i>					
Rent Protection and Legal Expense Service (Optional and subject to availability and eligibility further terms and conditions apply)	✓	✓	✓		

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES



## PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord:

**Energy Performance Certificate (EPC) £144** (inc. VAT) per certificate

**Gas Safety Certificate (GSC) £108** (inc. VAT) per certificate

**Electrical Installation Condition Report (EICR) £239** (inc. VAT) per certificate

**Portable Appliance Testing (PAT) £114** (inc. VAT) per certificate

**Installing Smoke Alarms and Carbon Monoxide £120** (inc. VAT) per tenancy

**Testing Smoke alarms and Carbon Monoxide Detectors on the first day of the tenancy £120** (inc. VAT) per tenancy

**Handling local authority licensing application £300** (inc. VAT) per tenancy

## START OF TENANCY FEES

**Set-up Fees: £300** (inc. VAT) per tenancy. Referencing for one tenant (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: £42** (inc. VAT) per tenant.

**Guarantor Referencing Fees: £42** (inc. VAT) per guarantor.

**Deposit Registration Fees** (where collected): **£48** (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorized 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: Subject to size of property** (inc. VAT) per tenancy (please speak to the team). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings. Please speak to our staff for further information.

**Accompanied Check-In Fees: Subject to size of property** per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

**Abortive Tenancy Fee** (property marketed): **£500** (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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## DURING TENANCY FEES

**Additional Property Visits: £60** (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.

**Section 13/Rent Review Fees: £300** (inc. VAT) per tenancy. 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: £120** (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: £42** (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 Let Only services.

**Landlord Withdrawal Fees: £500** (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to the Introduction Only service.

**Termination of Service (Tenant Remains): 10.8%** (inc. VAT) of the rent. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to the Introduction and Let Only Services,

## END OF TENANCY FEES

**Check-Out Fees: Subject to the size of the property** (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.

**Deposit Adjudication Claim: £240** (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. (Available under the Full rent collection service only)

**Court Attendance Fees: £150** (inc. VAT) per hour.

**Arrangement fees for works over £500** (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.



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## FINANCIAL CHARGES

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

**Submission of Non-Resident Landlords Receipts to HMRC £120** (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

**Same-Day Payment Fees: £30** (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.

## Client Money Protection



[www.propertymark.co.uk](http://www.propertymark.co.uk)

## OTHER FEES AND CHARGES

**Vacant Property Management Fees: £180** (inc. VAT) 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: 7.2%** (inc. VAT) of the rent. 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: £48** (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.

## Independent Redress



[www.tpos.co.uk](http://www.tpos.co.uk)

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