

Landlord fees schedule

LEVELS OF SERVICE OFFERED

Tenant Find:
50% of the first months
rent subject to a
minimum fee of £650

Rent collection:
9% of monthly
rent + £500 set up

Fully managed:
11% of monthly
rent + £500 set up

	Tenant Find: 50% of the first months rent subject to a minimum fee of £650	Rent collection: 9% of monthly rent + £500 set up	Fully managed: 11% of monthly rent + £500 set up
Agree the rental value	✓	✓	✓
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	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent	✓		
Arrangement payments for statutory requirements		✓	✓
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			✓
Hold keys securely throughout the tenancy term			✓



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

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) POA
- Gas Safety Certificate (GSR) POA
- Electrical Installation Condition Report (EICR) POA
- Portable Appliance Testing (PAT) POA
- Legionella Risk Assessment POA
- Installing Smoke alarms and Carbon Monoxide POA
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy POA
- Handling local authority licensing application POA
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy POA

START OF TENANCY FEES

Set-up Fees: £500 per tenancy for Full-Management and Rent Collect. £650 minimum or 50% of the first months rent for Let Only. 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), arranging the signing of the tenancy agreement, Inventory / Schedule of Condition and Deposit Registration.

Additional Tenant Referencing Fees: £30 per tenant. As Set-up Fees above for additional tenants.

Anti-Money Laundering (AML) Checks: £42 per landlord per year. £10 for each individual property.

Guarantor Fees: £30 per guarantor.
Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Permitted Occupier Fees: £30 per permitted occupier.
Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Accompanied Check-in Fees: £30 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.

Landlord Withdrawal Fees (before move-in): £250 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.

CLIENT MONEY PROTECTION:



www.propertymark.co.uk



INDEPENDENT REDRESS:

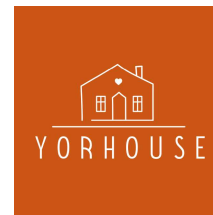


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DURING TENANCY FEES

Additional Property Visits: £50 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.

Rent Review Fees: £50 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: £50 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: £15 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.

Landlord Withdrawal Fees (during tenancy): £100 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 a Tenant-Find service.

Arrangement Fees for one-off works over £500 will be charged on the basis of 10% of net 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.

Contractor Commission: 10% of contractors invoice. To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Arrangement Fees for refurbishments over £500: 10% of net 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.

END OF TENANCY FEES

Check-out Fees: £150 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: £50 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 (eg. Section 8): £350 per Notice. This includes case review and service notice.

Court proceeding Fees: £1482 per tenancy.

Standard bailiff appointment: £616.80 per tenancy.

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FINANCIAL CHARGES

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

Submission of Non-Resident Landlords receipts to HMRC £100 quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £100 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.

OTHER FEES AND CHARGES

Vacant Property Management Fees: £50 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: £300 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 tenancy deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £30 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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