

## Fees to be charged – Landlord

**Let Only Fee** 12% incl VAT (10% + VAT)

Provide advice on rental market & legislation.  
Agree the market rent & find a tenant in accordance with the landlord guidelines  
Advise on refurbishment  
Provide guidance on compliance with statutory provisions and letting consents  
Carry out accompanied viewings (as appropriate)  
Market the property and advertise on relevant portals  
Erect 'To Let' board outside property  
Advise on non-resident tax status and HMRC (if relevant)

Collect and remit initial months' rent received  
Provide tenant with details for future rental payments

**Deposit Registration Fee** £90 incl VAT (£75 + VAT) (annually or at change of tenants)  
Register landlord and tenant details and protect the security deposit with a Government authorised Scheme (Tenancy Deposit Solutions – TDS)  
Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy  
Fee per tenant / guarantor referenced at outset or a changeover is £60 incl VAT (£50 + VAT)

**Rent Renegotiation Fee** - (Minimum charge) £420 incl VAT (£350 + VAT)  
Liaise with tenants, drawing up & serving all related paperwork (Section 13 Form 4A notice).

**Inventory Check-In & Check-out Fee** (Landlords pay 100%) - From £120 - £450 incl VAT (£100 - £370 + VAT)  
Dependent on the number of bedrooms and / or size of the property and outbuildings, furnished / unfurnished

**Managed Fee** 15% incl VAT (12.5% + VAT)

As Let Only Fee plus: -

Collect and remit the monthly rent received  
Pursue non-payment of rent and provide advice on rent arrears actions  
Deduct commission and other works monthly  
Arrange routine repairs and instruct regular, trusted contactors  
Hold keys throughout the tenancy

### Additional charges

Annual property visits – Managed only	£96 incl VAT (£80 + VAT)
Court Attendance – ½ day	£480 incl VAT (£400 + VAT)
HMRC Return for Non-Resident Landlords	£96 incl VAT (£80 + VAT)
Arrangement fee for works / refurbishments over £5000	12% incl VAT (10% + VAT)
Preparation of Section 8 Notice	£180 incl VAT (£150 + VAT)
Serving of Section 8 Notice (each visit)	£180 incl VAT (£150 + VAT)

**Deposit Registration Fee** £48 incl VAT (£40 + VAT) (annually / change of tenants)  
Register landlord and tenant details and protect the security deposit with a government authorised Scheme (Tenancy Deposit Solutions – TDS)  
Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy.

**Inventory Check-In & Check-out Fee** (Landlords pay 100%) - From £120 - £450 incl VAT (£100 - £370 + VAT)  
Dependent on the number of bedrooms and / or size of the property and outbuildings, furnished / unfurnished

**Rent Guarantee Policy Adjustment Fee** £60 incl VAT (£50 + VAT)