

Landlord Fees

Set Up

- FREE Rental Valuation.
- FREE Land Registry Check.
- FREE advice on refurbishment.
- FREE guidance on compliance with statutory provisions and letting consents.

Initial Letting Fee

- Receiving and handling of applications and advise on proposed applicant.
- Carry out referencing on all prospective tenants and guarantors which may include Credit check, Landlord Reference, Employer References.
- Prepare Tenancy Agreement for signature by all relevant parties.

Houses in Multiple Occupation
Single Dwelling Household

£60 per tenancy (plus VAT)
£120 (plus VAT)

Package 1 *

'Tenant Find'

50% of first months rent (+VAT)
£250 minimum charge (+VAT) which ever is greater

- Carry out accompanied viewings
- Market the property and advertise on relevant portals (e.g. Rightmove)
- Advise on non-resident tax status and HMRC (if required)
- Collect and remit initial months' rent received
- Provide tenant with landlord's details.
- Provide tenant with method of payment
- Deduct any pre-tenancy invoices

Package 2

'Fully Managed'

From 10% of each months rent (+VAT)
subject to survey

- All actions listed in Package 1
- Collect and remit rent received
- Pursue non-payment of rent and provide advice on rent arrears actions
- Handle all tenant enquiries
- Undertake quarterly inspection
- Handle any work or routine maintenance on behalf of the landlord
- Advise utility companies of any new tenants
- Handle utility bills
- Register deposit
- Check out tenant
- Handle general account enquiries

*Service not available for Houses in Multiple Occupation (HMO)



Marketing Extras (optional)

Floorplans - to visit the property, take measurements and generate a detailed floor plan.

£30 (+VAT)

Featured Property - have your property listed as a featured property across our website and all social media platforms.

£45 (+VAT)

Other Fees and Charges

Deposit Registration Fee:

- Register landlord and tenant details and protect the security deposit with a government-authorised scheme
- Return deposit as agreed with landlord and tenant to relevant parties as per landlord instruction

£15 (+VAT)

FREE for Fully
Managed properties

Additional Property Visits:

- To attend on specific requests such as neighbour disputes, additional visits to monitor the tenancy or maintenance visits to assess the condition of the property and provide Inspection Report.

£25 (+VAT)

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Rent Review Fee:

- Review rent in accordance with the current prevailing market condition and advise the landlord
- Negotiate with the tenant
- Direct tenant to make payment change as appropriate
- Update tenancy agreement
- Serve Section 13 Notice if the tenancy is on a rolling monthly basis

£95 (+VAT)

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Managed properties

Submission of non-resident landlord receipts to HMRC:

- To remit and balance the financial return to HMRC and respond to any specific query relating to the return from the landlord or HMRC

£75 per quarter (+VAT)

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Check out fee:

- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Negotiate with landlord and tenant any disbursements of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties

£95 (+VAT)

FREE for Fully
Managed properties



- Remit any disputed amount to scheme for final adjudication
- Instruct contractors, obtain quotes, organise repairs/replacement/cost of any broken or missing items

Obtaining Quotes from Contractors:

- Arrange access with contractor and provide relevant notice to tenants
- Assess work requirements with contractor in order to provide accurate quote
- Negotiate with contractor to obtain competitive quote

£20 per quote (+VAT)
FREE for Fully
Managed properties

Arrangement fee for works over £100:

- Arrange access and asses' costs with contractors
- Ensure that work has been carried out in accordance with the specification of works

10% of cost (+VAT)

Emergency out of hour call outs:

- Property Manager to attend to the property out of office hours should tenants safety be compromised where the landlord is responsible.

£40 (+VAT)

Deposit Single Claims:

- When a tenant fails to respond to their deposit repayment request and the landlord is required to file a single claim to reclaim their deposit.
- Obtain Statutory Declaration form and obtain solicitors approval and signature.

£25 per claim (+VAT)

Letter Before Action:

- Instruct solicitor to send "letter before action" to a tenant or guarantor for non payment of rent.

£25 per letter (+VAT)

Court Attendance

£40 per hour (+VAT)

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Members of the UK Association of Letting Agents Membership No. 140864

