

Services for Landlords What we Charge

Important: This schedule sets out the fees we will charge you under this Agreement. All costs and charges in this document are correct at time of going to print in October 2020

For All New Tenancies

Tenancy Set up Fee (preparing/negotiating the Tenancy Agreement)	£192.00 (£160.00 plus VAT)
Tenant Referencing (per Tenant)	£120.00 (£100.00 plus VAT)
Guarantor Referencing (If Applicable)	£72.00 (£60.00 plus VAT)
Preparation of Inventory & Schedule of Condition (See Separate scale of fees)	From £114.00 (£95.00 plus VAT)
Checkout Report Fee	From £90.00 (£75.00 plus VAT)
Landlord withdrawal Fee (if landlord withdraws after valid let agreed)	£240.00 (200.00 plus VAT)

Fully Managed Service

Property Management and Letting Service	15% of the rent (12.5% plus Vat)
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Rent Collection Service

Rent Collection, letting and compliance	12% of the rent (10% plus VAT)
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Let Only Service

Tenancies over 6 months	9% of 12 Months' rent (7.5% Plus VAT)
Tenancies of 3 months or less (subject to a minimum of £500)	18% of full rent (15% plus VAT)
Management Services (Where instructed)	£120.00 per hour (£100.00 plus VAT)
Preparing and Negotiating Renewal Documents (if instructed)	£120.00 (£100.00 plus VAT)
Service of Notice (if Instructed)	£120.00 (£100.00 plus VAT)
Negotiating dilapidations at the end of the Tenancy (if Instructed)	£120.00 per hour (£100.00 plus VAT)
For arranging Landlord's Gas Safety Certificate, Energy Performance Certificate or Electrical Installation and Condition Report	£30.00 each (£24.00 plus VAT)

Other Miscellaneous Charges (Where applicable)

Vacant property management	£30.00 per week (£25.00 plus VAT)
Sale to the Tenant(s)	1.20 % of the sale price (1% Plus VAT)
Decorating and refurbishment service (Project Management)	18% of the cost of works (15% plus VAT)
For negotiating an Exemption for an EPC	£120.00 (£100.00 plus VAT)
For purchasing items on behalf of the Landlord	Minimum fee £30.00 (£25.00 plus VAT)
Courier charges	At Cost
Attending formal proceedings	£120.00 per hour (£100.00 Plus VAT)
Processing Insurance claims	12% of the total claim cost (10% plus VAT)
Preparing and submitting Accounts to HMRC if Landlord(s) not accepted for self-assessment	£360.00 (£300.00 plus VAT)