

Landlord Fees

Client money protection provided by ARLA

Independent redress provided by TPOs

LEVEL OF SERVICES - FEES including VAT

Let Only (Tenant Find)	12%	To include tenancy renewals continuations or extensions, fee payable at the commencement of each term of tenancy
Letting + Rent Collection	14.4%	Payable for the duration of and in accordance with the terms of the Tenancy Agreement. i.e. monthly, quarterly, annually.
Letting + Rent Collection + Property Management Services	18%	Payable for the duration of and in accordance with the terms of the Tenancy Agreement. i.e. monthly, quarterly, annually.
Pre-Tenancy, Legal and Set Up for Let Only and Letting + Rent Collection	£270.00	To verify the offer, process references, collect deposits, prepare Tenancy Agreement.
Pre-Tenancy, Legal and Set Up for Letting + Rent Collection + Property Management	£180.00	To verify the offer, process references, collect deposits, prepare Tenancy Agreement.

Additional non-optional fees, including VAT

Minimum Letting Fee	£600.00	If applicable, fee payable in full at the commencement of the term of tenancy.
Withdrawal by Landlord	Equivalent to one weeks rent + VAT	This fee will be charged in the event the landlord withdraws from an agreed letting after the tenant has been referenced and the terms of the tenancy have been agreed.
TDS Deposit Registration	£48.00	This fee will be charged for registering new tenancy deposits. A further annual fee of £48.00 will apply if then same tenancy subsequently renews, continues, extends
DPS Deposit Registration	£48.00	This fee will be charged for registering new tenancy deposits for Rent Collection & Let Only cases.
Arrangement Fee for Works over £1000	12% of total cost	Arranging access and assessing costs with contractor. Ensuring work has been carried out in accordance with the specification of works. Retaining any warranty or guarantee as a result of any works.
Submission of non-resident landlords receipts to HMRC	£150.00 per quarter	To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC.
Transaction Fee	£6.00	Quarterly financial administration fee
H&S arrangement Fee	£30.00	Fee payable for arranging furniture, gas and/or electrical inspection/certification. Fitting of smoke and/or carbon monoxide detectors. Legionella risk assessment

Optional/Non Compulsory Fees for Managed property services, including VAT

If instructed the following additional fees apply for Property Management Services:

Landlords share, Renewal Fee	£108.00	Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
Additional Property Visits	£72.00	To attend specific requests such as neighbor disputes; more visits are required to monitor the tenancy; or any maintenance linked visit
Dealing with insurance claims in excess of £1000	12% of the claim	Arranging access for works, assessing costs liaison with loss adjustors and claim linked administration.
Works costing £500 - £999	£72.00	This fee will be charged for each additional visit to the property to inspect and photograph works at the Landlord(s) request.
House Sitting	£60.00 for 1st hour	Thereafter £30.00 per hour.
Annual HMRC Summaries	£60.00	Applicable fee, per property, for producing income and expenditure summaries.
Hard copies of Statements	£14.40 plus postage	Applicable fee, per statement, per property.
Forwarding Mail	Cost of Postage	Stray mail forwarded to the Agent by the Tenant will be sent on to the Landlord and charged at cost of postage. NOTE: The Agent does not provide a mail collection service
Out of Hours Emergency Helpline & Service	£2.40 per month	This service is optional. The Out of Hours service fee is charged half yearly in advance

Optional/Non Compulsory Fees for Let Only and Rent Collection property services, including VAT

If instructed the following additional fees apply for Let Only and Rent Collection cases:

Arrangement Fee for Check Out	£90.00	Agree check out date and time, instruct inventory provider
Prepare Tenancy Renewal Documents	£180.00	Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
Prepare & Serve Notice for Possession	£90.00	To draw up notice for possession in accordance with the terms of the tenancy agreement
Prepare & Administer Claims Against Deposit	£144.00	Negotiate with landlord and tenant any disbursement of the security deposit
Prepare & Administer documents for disputed claims	£180.00	Remit any disputed issues to Scheme for final adjudication
Submission of non-resident landlords receipts to HMRC	£150.00	To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC.

If you have any queries on our fees, please ask a member of staff

Tenants Fees – including VAT

Depending upon your particular circumstances, the following schedule shows the range of fees that may apply prior to moving into a property:

Applicants Reference	£108.00	Per applicant
Tenancy Documents and administration	£96.00	Per tenancy
Named Occupant fee	£24.00	Per named occupant
Private Income - Administration + Reference application	£132.00	Per applicant
Guarantor Reference application	£72.00	Per guarantor for each applicant requiring guarantee
Deed of Guarantee	£30.00	Per guarantor
Holding Monies (the monies paid to record your interest in the property whilst references are being processed)	Allow for an amount equal to six weeks rent	If references prove satisfactory Holding Monies are set off against the Security/Tenancy Deposit
Security/Tenancy Deposit	Allow for a amount equal to six weeks rent	In an AST tenancy the Security/Tenancy deposit will be registered with a government approved scheme
Costs to keep a pet at the property - subject to the landlord granting permission	Allow for an amount equal to two weeks rent	These monies will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy
Changes to the tenancy agreement	£60.00	Changes requested after terms agreed and tenancy documentation prepared and issued for signature

Other fees and costs that may apply during a tenancy, including VAT

Depending upon your particular circumstances, the following schedule shows the range of fees that may apply during a tenancy:

Administration fees for late payment of rent, dishonored cheques and bank charges	Interest at 8% above Bank of England Base Rate from due date	
Tenancy renewal/extension	£72.00 £42.00	Per sole tenant Per tenant in a joint tenancy
Re-referencing at renewal/extension to remove the need for a guarantor	£72.00	Per tenant
One tenant leaves and a suitable replacement is agreed by the landlord. New tenancy documents New tenant references	£96.00 £108.00	Per tenancy Per applicant
Early tenancy termination/surrender	£180.00	Per tenancy
Failed appointments: eg. inventory services, routine visits or access for works or services	£72.00 plus costs of contractors invoice	Per appointment
Lost keys and replacement locks due to tenants actions	£72.00 plus costs of contractors invoice	Per instance
Inventory services at <i>Check Out</i>	At cost. See price range indicator below	Charges vary according to property and location
Studio/1 bed furnished/unfurnished	£90 - £138	
2 bed	£102 - £150	
3 bed	£114 - £216	
4 bed	£162 - £312	
5 bed	£192 - £354	