

Letting, renewal and receiving rent:  
13.2%\* of rent for the whole time your tenant stays in the property

**We'll:**

- Discuss local market conditions
- Advise on preparing your property for letting
- Keep you up to date on compliance and health & safety
- Put up a To Let board
- Market the property and advertise on relevant portals
- Arrange and accompany viewings
- Collect & hold the deposit
- Ask tenants to set up rent payments and pass monies on
- Make any necessary HMRC deduction
- Chase late rent payments
- Discuss renewal or termination

Short Lets (less than six months) 30% of rent

Letting, renewal, receiving rent and management:  
20.4%\* of rent for the whole time your tenant stays in the property

In addition to the letting, renewal and receiving rent services we'll:

- Deal with day to day management including repairs
- Give utility suppliers meter readings when the tenancy starts and ends
- Hold a working fund and make payments
- Organise the following safety checks; gas safety record, electrical safety tests, smoke and carbon monoxide alarms
- Visit the property at least once a year
- Provide an emergency out of hours service
- Manage the end of tenancy process and deposit return

**Tenancy set up fee**

Whenever the Standard Letting Service, Managed Service or Short Let Service are used, you will pay a Tenancy Setup Fee to cover the arrangements needed to initiate your tenancy. This includes as many of the following as are necessary:

- Preparation of the most suitable type of Tenancy Agreement or Short Let Agreement
- Provision of an Open Banking-based reference for each Tenant who will be named on the Tenancy Agreement (excluding Short Let service and subject to the Tenant granting us permission)
- Initial Right To Rent check
- Registration of your Tenant's deposit with the Tenancy Deposit Scheme (TDS) if necessary

The Tenancy Setup Fee shall be charged at £390 inc. VAT (**£325 + VAT**) for long term lets and £180 inc. VAT (**£150 + VAT**) for short lets.

Should you wish us to arrange a gas safety record, electrical safety certificate, professional pre-tenancy clean, property inventory and/or check-in or smoke and carbon monoxide alarms check we will be happy to do so at your cost. We will charge £60 inc. VAT (**£50 +VAT**) to arrange as many of these things as you wish.

**Extra optional and non-optional fees & charges**

Contract negotiation (amending and agreeing terms) and arranging the tenancy.	
Right to Rent Checks	
Initial per person	£30
Follow up (included for our managed clients) per person	£50
Land Registry	£4.80
Head lease from Land Registry	£4.80
Deposit registration	£48 per year
Transferring deposit to landlord or other agent during tenancy	£120
References during tenancy or at renewal	£39

Change of ownership set up	£120 per property to a maximum charge of £600
Helping with deposit adjudication	UP TO £900
Additional HMO or selective licensing	
Application handling	£300
Annual license holding	£120 per year
Making an inventory and check-in	Minimum £180 to a maximum of £1,140
Larger properties may be at an additional cost.	
Inventory arrangement per booking (included for managed landlords)	£60
HMO visits and/or any additional property visits	£120 per visit
Arranging works or refurbishment over £1,000	
This includes: arrange access, contractor quotes, checking works against job specification, holding works warranties and guarantees 14.4% of net cost	
Quarterly return to HMRC Consolidated statement	£120 per landlord £30 per copy
Tenancy renewal paperwork (landlord's share)	
Contract negotiation and arranging necessary documentation	£120 + commission
Cancelling a let before the tenant moves in	£350 + costs
Preparing and serving notices	
• Section 13 Notice:	£50
• Section 21 Notice:	£50
The service of S21 notice is included for our managed clients	
Meeting third parties for insurance claims	£120 per hour
Attending court	£120 per hour or £240 per hour for a Director
Making a payment outside the UK	£30
Making a same day payment in the UK	£30
Interest on unpaid commission or other monies due at above Barclays Bank base rate	4%

# Landlord Fees

