

Landlord Fees Schedule

Full Management and Rent Collection Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT

Full Management Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly.	16.8% of the rent, inclusive of VAT (14%+VAT)*
Compliance Fee	£14.40 inclusive of VAT (£12.00 + VAT) per month
	*Sole Agency

Rent Collection Service Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly	13.2% of the rent, inclusive of VAT (11% +VAT)* subject to a minimum of £1020.00 inclusive of VAT (£850.00 +VAT)
Protection and holding of tenancy deposit OR Contribution towards administration of No Deposit Scheme	£7.20 inclusive of VAT (£6.00 + VAT) per month
	*Sole Agency

Plus

Set Up Fee	Equivalent to 1 weeks' rent including VAT, subject to a minimum of £1020.00 inclusive of VAT (£850.00 +VAT)
Pre-Tenancy Package (includes referencing, tenancy agreement and right to rent checks)	1-2 Tenants £375.00 inclusive of VAT (£312.50 + VAT) 3+ Tenants £414.00 inclusive of VAT (£345.00 + VAT)
Tenant Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Tenant
Guarantor Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Guarantor
Right to Rent Check (per occupier aged 18 or over)*	£36.00 inclusive of VAT (£30.00 + VAT)
Standard Tenancy Agreement*	£252.00 inclusive of VAT (£210.00 + VAT)
*These fees may be due if the Pre-Tenancy Package is not selected	
Administer Landlord's Own Tenancy Agreement	£252.00 inclusive of VAT (£210.00 + VAT)
PEP and Sanctions Check Fee <i>*This fee will be due when the Compliance Fee or TDS/No Deposit Fee is not charged</i>	£24.00 inclusive of VAT (£20.00 + VAT)
Inventory and Schedule of Condition	Subject to quotation, dependent on property size.
Premier Service	5.4% of the monthly rent inclusive of VAT (4.5% + VAT) for rental amounts of £1,749 or less per calendar month Or 4.8% of the monthly rent inclusive of VAT(4%+VAT) for rental amounts of £1,750 or more per calendar month
Rent Review	£252.00 inclusive of VAT (£210.00 + VAT)
Landlord Check Out Fee	Subject to quotation, dependent on property size.
HMO Pack Includes Fire Risk Assessment, fire blanket, noticeboard, PAT Test and smoke alarm sign	£780.00 inclusive of VAT (£650.00 + VAT)
HMO or Selective Licence Application - Full Management Service	£300.00 inclusive of VAT (£250.00 + VAT)
HMO or Selective Licence Application - Rent collection Service	£370.00 inclusive of VAT (£308.33 + VAT)
Fire Risk Assessment (Available if HMO Pack not selected)	Subject to Quotation
Withdrawal from Agreed Offer (Minimum fee applies)	£1,000.00 inclusive of VAT (£833.33 + VAT)

Introduction Only Fees

If during the Sole Agency period other agents are instructed, the commission rate will be increased by 20% including VAT of one month's rent.

Tenant Introduction Only Services	12% of total rent payable inclusive of VAT (10% +VAT) tenancy set up fee, subject to a minimum of £1020.00 inclusive of VAT (£850.00 +VAT) *Sole Agency
Pre-Tenancy Package (includes referencing, tenancy agreement and right to rent checks)	1-2 Tenants £375.00 inclusive of VAT (£312.50 + VAT) 3+ Tenants £414.00 inclusive of VAT (£345.00 + VAT)
Tenant Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Tenant
Guarantor Referencing Fee*	£24.00 inclusive of VAT (£20.00 + VAT) per Guarantor
Right to Rent Check (per occupier aged 18 or over)*	£36.00 inclusive of VAT (£30.00 + VAT)
Standard Tenancy Agreement*	£252.00 inclusive of VAT (£210.00 + VAT)
*These fees may be due if the Pre-Tenancy Package is not selected	
Protection of the Tenancy Deposit with The Dispute Service	£42.00 inclusive of VAT (£35.00 + VAT) payable on the commencement of the tenancy
PEP and Sanctions Check Fee	£24.00 inclusive of VAT (£20.00 + VAT)
Provision of a Written Statement	£360.00 inclusive of VAT (£300.00 + VAT) per tenancy
Inventory	Subject to quotation, dependent on property size
Administer Landlord's Own Tenancy Agreement	£252.00 inclusive of VAT (£210.00 + VAT)
Rent Review	£252.00 inclusive of VAT (£210.00 + VAT)
Check Out Fee	Subject to quotation, dependent on property size
HMO Pack Includes Fire Risk Assessment, fire blanket, noticeboard, PAT Test and smoke alarm sign	£780.00 inclusive of VAT (£650.00 + VAT)
HMO or Selective Licence Application	£400.00 inclusive of VAT (£333.33 + VAT)
Fire Risk Assessment (Available if HMO Pack not selected)	Subject to Quotation
Withdrawal from Agreed Offer (Minimum fee applies)	£1000.00 inclusive of VAT (£833.33 +VAT)

Standard/Additional Fees – applicable to all tenancies

Legal Fees (All charges are included if the Premier Service has been purchased) – Fees quoted below are inclusive of VAT

Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Service of a Legal Notice for Possession*	£200.00

Additional Fees – Fees quoted below are inclusive of VAT unless otherwise stated

Instruction of either a gas safety record or electrical certificates	Gas Safety Certificate From £90.00 Gas Boiler Service - Subject to Quotation Electric - Subject to quotation
Portable Appliance Testing (PAT)	Up to 10 appliances: From £150.00 Up to 20 appliances: From £180.00
Smoke Alarm and Carbon Monoxide Alarms Testing or Installation (including on first day of tenancy)	From £60.00
EPC (Energy Performance Certificate)	From £114.00
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Service of a legal notice	£72.00

Pre Tenancy Withdrawal	£1,000.00
Change Of Tenant/Sharer Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00
Change Of Tenant/Sharer Fee (Agent Instructed on Introduction Only Service)	£420.00
Amending a Tenancy Agreement at a Landlord's request to include endorsements	£60.00
Deposit Dispute Submission Fee	£120.00
Upgrade in service level from Introduction Only to the Managed Service	£200.00
Key cutting	£24.00
Shopping fee	Invoice value plus £42.00
Tax	£59.40
Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	
Additional financial information required	£60.00 per hour
Administer Tax to HMRC for Overseas Landlord	£192.00 annually
Administer Tax to HMRC for UK Landlord	£15.00 annually
Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT	12% of the contractor's invoice
Arrangement of Insurance work or refurbishment work or purchase of replacement furniture	12% of the contractor's invoice
Property Visits	
Additional visits made by the Agent to the property at the specific request of the Landlord	£150.00 per property visit
Additional Property Visits to comply with the conditions of a property licence	£150.00 per property visit
Property Visits to Unoccupied Property	From £80.00 per visit
Waiting at Property on behalf of the Landlord	£96.00 per hour
Licence application on behalf of the Landlord	£390.00 plus any reasonable expenses or disbursements
Legionella Risk Assessment	From £90.00
Assistance with Insurance Claim	12% of claim settlement amount
Withdrawal Fee	Equivalent to 2 months' rent plus VAT applicable to Initial Period. Equivalent to 1 months' rent plus VAT applicable to Anniversary Period.

*included in Managed Service