

Landlord Fees Schedule

PLEASE NOTE all charges include VAT

Property management and letting service	15% of the rent
Rent collection and letting service	12% of the rent
Letting only service for Tenancies over 6 months	12% of the six months' rent or fixed fee
Letting only service for Tenancies of 3 months or less	24% of the rent subject to minimum fee £600.00
Property Management only service	15% of the rent
Management services when instructed to let only	£120.00 per hour
Tenancy setup fee	£192.00
Tenant references	£120.00 per tenant
Guarantor references	£72.00
Preparation of Inventory (property size dependent)	from £102.00
Checkout fee (property size dependent)	from £90.00
Preparing and negotiating renewal documents for Let only Landlords	£120.00
Service of Notice on Tenants for Let only	£120.00
Administration fee – abortive deals/reimbursement of advertising charges	£240.00
Vacant property management	£360.00 per quarter (or part thereof)
For arranging Landlord's compulsory gas certificate and Energy Performance Certificate (where appropriate)	£24.00 each
Decorating and refurbishment service (Project Management)	18% of the cost of works
Or purchasing items on behalf of the Landlord	Minimum fee £120
Sale to the Tenant(s)	Separate negotiation
Courier charges	at cost
Attending formal proceedings	£120.00 per hour
Insurance claims	12% of total claim
Preparing and submitting Accounts to HMRC if Landlord(s) not accepted for self-assessment	£360.00
Negotiating dilapidations at the end of the Tenancy (for Landlords who have opted for the letting or rent collection service)	£120.00 per hour