



## LETTING & MANAGEMENT AGENT SERVICES

### Standard Main Fees -

#### Let-Only

- Marketing the Property
- Conducting accompanied viewings
- Arrangement of Tenant / Guarantor referencing and affordability checks via third party referencing company (*see additional fees below*)
- Completion / Arrangement of Right to Rent checks
- Preparation and execution of the tenancy agreement
- Issuing relevant paperwork pre-move in
- Registration of the tenancy deposit & Service of prescribed information at the Landlord's written request (*see additional fees below*)
- Provision of statutory documents

**10% (8.33% + VAT) of annual rent** payable when the tenant has taken occupation. Fees will be deducted from the first month's rent paid in advance and any balance will be invoiced.

**Tenancy continuation fee** including annual rent increase negotiations and compilation of supporting evidence - **6% (5% + VAT) of annual rent** payable on anniversary date for each year the tenancy continues.

**Fees refunded on a pro-rata basis if tenants terminate tenancy before the anniversary date.**

#### Rent Collection Service

- The Agent markets & lets the property as per the Let Only Service above
- The Agent collects the rent
- The Agent deals with reconciling rent payments
- The Agent deals with rent arrears
- The Agent issues reminders
- The Agent provides the Landlord with a monthly rent statement

**12% (10% + VAT) of rent** payable when the tenant has taken occupation. Fees will be paid monthly in advance and deducted from the rent.

#### Fully Managed Service

- The Agent markets & lets the property as per the Let Only Service above
- The Agent collects the rent on a monthly basis as per the rent Collection Service above
- The Agent will manage the property in line with Agent's Terms and Conditions of Business agreed by the Landlord.

**16% (13.33% + VAT) of rent** payable when the tenant has taken occupation. Fees will be paid monthly in advance and deducted from the rent.

***NB. Service level selection and agreed % fee specified on Appointment Form***

### **Schedule of Additional Fees (inclusive of VAT) -**

Preparation & Service of a Written Statement of Information as per the Renters' Rights Act 2025	£150.00 ( <b>One off fee per tenancy started prior 1<sup>st</sup> May 2026</b> )
Third Party Professional Photography & Video Package	£205.00 - £245.00 (depending on no. of rooms / shots)
Third Party Energy Performance Certificate (EPC)	£59.00 - £110.00 (depending on size of property)
Third Party EPC & Floor Plan Package	£109.00 - £299.00 (depending on size of property)
Tenancy Referencing, Right to Rent checks, Financial Sanctions checks & AML checks	£120.00 per tenant / per guarantor
Tenancy Deposit Registration fee	£90.00
Third Party Inventory & Check-In	£120.00 - £220.00 (depending on size of property)
Third Party Check-Out	£100.00 - £160.00 (depending on size of property)
Additional Property Inspections	£120.00
Preparation & Administration for an HMO, Additional or Selective Licence	£300.00
Rent Protection & Legal Expenses Insurance	£225.00 - £480.00 per annum (depending on rental amount)
Rent Protection Administration fee	£90.00 per policy per annum
Third Party Gas Safety Certificate (GSC)	£90.00 - £120.00 + parking
Third Party Electrical Safety Certificate (EICR)	£265.00 - £900.00 (depending on no. of MCBs)
Third Party Electrical Portable Appliance Testing (PAT)	£132.00 (4-6 appliances)
Legionella Risk Assessment	£120.00
Preparation of NRL Documents	£180.00
Preparation & Submission of NRL quarterly return	£180.00
Preparation & Service of a Section 8 Notice	<i>Fee charged by legal firm</i>
Preparation & Service of a Section 13(2) Notice	£90.00
Administration for variation of contract	£70.00
Duplication and testing of extra keys	£30.00 per set + costs
Redirection of mail	£24.00 per bundle + postage
Negotiation for Early Termination (Deed of Surrender)	£180.00

Preparation & Service of Breach of Contract Letters	£60.00
Preparation of paperwork for Court Claim, Deposit Disputes, First-tier Tribunal Hearing, Insurance Claim	£300.00
Court Attendance / Attendance at First-tier Tribunal Attendance at Mediation Hearing	£120.00 per hour
PRS Database Registration	£180.00 per property (one off fee) <b>Fully Managed Service</b>
PRS Database Registration	£270.00 per property (one off fee) <b>Let Only/Rent Collection Service</b>
PRS Database Compliance Update	£120.00 per property per annum
Hourly rate for other work	£48.00 per hour
Obtaining estimates and overseeing of major works	10% of costs of works
Sale of Property to Tenant – <i>Sales Terms of Business will be issued and apply</i>	1.2% of sale price

*NB. All fees subject to change / VAT charged at standard rate*