



Landlord Fees & Additional Services

LANDLORD FEES

Service Level	Managed	Rent Collection	Let Only
Tenant Find & Set up Fee	£450.00 (Includes Inventory and Deposit Registration)	£450.00	£450.00
Management Fee (per month)	£69.00	£45.00	

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ADDITIONAL SERVICES

Service	Fee	Tick if Required
Rent & Legal Protection payable to take out a policy for the protection of non-payment of rent (this is subject to tenants passing references)	6 months - £90.00 12 months - £180.00	
Gas Safety Certificate payable when we arrange a contractor to attend the property and produce a gas safety record*	£80.00	
Electrical Safety Certificate payable when we arrange a contractor to attend the property and produce an electrical safety record*	£150.00	
Portable Appliance Test Certificate payable when we arrange a contractor to attend and issue a Portable Appliance Test Certificate	£60.00	
Legionella Risk Assessment payable when we arrange a contractor to attend and complete a Legionella Risk Assessment	£144.00	
Energy Performance Certificate payable when we arrange a contractor to attend and complete an Energy Performance Certificate	£102.00	
Tenancy Renewal Fee negotiation and production of a new tenancy agreement after the current fixed term expires	£60.00	
Memorandum of Agreement to issues an amended tenancy agreement, or administer a rent review	£30.00	
Amendments to Standard Tenancy Agreement checking and making any alterations requested by your solicitor to our standard tenancy agreement	£72.00 per Hour	
Service of Notices whereby the Managed Service is not taken	£150.00	
Withdrawal Fee payable if you withdraw from a tenancy after you have instructed us to proceed	£474.00	
Sales Commission payable if the tenant purchases the property from the Landlord	£1,250.00	
Agents Hourly Rate charged for additional service outside of the management service, to include waiting at a property for a landlord's contractor	£72.00 per Hour	
Preparation of Inventory whereby the Managed Service is not taken	£150.00	
Care Taking Service visits during a void period to your property using our care taking service. Charge is per visit during office hours	£30.00	
Contractor Management instructing contractors during void periods or if we do not manage the property	£72.00	
Contractor Works in excess of £1,000.00 supervising contractor works over the value of £1,000.00	12% of the total cost of works (subject to a minimum fee of £120.00)	
Contractor Project Management supervise the partial or total refurbishment of the premises	12% of the total cost of work (subject to a minimum fee of £900)	
Non-Resident Landlord an administration charge is payable each quarter for tax retention and completion of documents	£12.50	
Deposit Protection Fee payable for the administration for membership of the Tenancy Deposit Scheme (TDS); fee is payable at the inception of each tenancy	£36.00	
Preparation of Documents payable for preparation of documentation regarding deposit disputes for County Court Proceedings or TDS adjudication**Agents Hourly Rate will be charged in addition for each hour for the preparation of the documents**	£120.00* Agents Hourly Rate	
Check Out Fee whereby the Managed Service is not taken	£150.00	
Paper Copy of Statements payable per statement when a paper copy of the statement is posted to the Landlord	£3.00	
Annual Statement Production payable for supplying an annual statement	£60.00	
Land Registry Check payable when we are required to confirm proof of ownership of your property	£20.00	
Administration of Key Cutting payable when we arrange for duplicate keys to be cut (please note the cost of the keys is charged in addition)	£42.00	
Deposit Claim Administration Fee payable when we arrange a solicitor to witness and sign a statutory declaration	£36.00	
Commissions & Fees We may also receive commissions from insurance companies, referencing companies, utility providers and others		

*Additional charges may apply if smoke alarms, co detectors or works are required to pass the safety records