



Landlord guide to fees 2018

Service levels	Inc. of VAT	Exc. of VAT
Standard Service (% of total rent for term, payable in advance)	12%	10%
First renewal year	9.6%	8%
Second year renewal	7.2%	6%
Third year renewal	4.8%	4%
+Rent Collection Service Bolt-On	Complimentary	
+Rent Collection Monthly Service Bolt-On (% of total rent for term, payable in accordance with the frequency with which rent is due)	+1.8%	1.5%
+Management Service Bolt-On (% of total rent for term, payable in accordance with the frequency with which rent is due) – the Standard Service % is payable in advance unless Rent Collection Monthly Bolt-On is chosen	+6%	5%

Additional services	Inc. of VAT	Exc. of VAT
Deposit protection registration (each tenancy and extension)	£30	£25
Tenancy agreement	£180	£150
Inventory (dependent on size of property)	£144-£252	£120-£210
Check-out (dependent on size of property)	£144-£252	£120-£210
Key cutting (excluding cost of keys)	£24	£20
Instruction of contractor works (% of net invoice. For managed properties this is only charged on net invoices over £750)	12%	10%
Addenda (requested alterations to TA during the Tenancy)	£90	£75
Additional property visits (2 per year incl. with management)	£120	£100
Preparing deposit claim (non-managed)	£240	£200
EPC (Energy Performance Certificate)	£90	£75
Gas Safety Record	£120	£100
Fixed Wiring Test (dependent on size of property)	£165-£265	£138-£221
PAT test (Portable Appliance Test)	£120	£100
Reporting to HMRC (per quarter, non-resident landlords)	£120	£100
Court attendance (per day or part of)	£600	£500
Cancelled let fee	£900	£750
Copy statements	Complimentary	
Service of notices	Complimentary	
Renewal documents (during the period renewal fees are due)	Complimentary	
Renewal documents (after the period renewal fees are due)	£120	£100

See our **Terms of Business** for full details.