



Landlord guide to fees 2019

Service levels	Inc. VAT
Standard Service including free Rent Collection (% of total rent for term, payable in advance) Or Standard Service Monthly including free Rent Collection (% of total rent for term, payable in accordance with the frequency with which rent is due)	10.8% (9%+VAT) 12% (10%+VAT)
First renewal year	8.4% (7%+VAT)
Second renewal year	7.2% (6%+VAT)
Third renewal year	6% (5%+VAT)
+Management Service (% of total rent for term, payable in accordance with the frequency with which rent is due)	+4.8% (4%+VAT)

Additional services	Inc. VAT
Deposit protection registration (each tenancy and extension)	£36
Tenancy agreement	£198
Inventory (dependent on size of property)	£144+
Tenant referencing (per tenant)	£42
Attended check-in	Complimentary
Check-out (dependent on size of property)	£144+
Key cutting (each visit to locksmiths, excluding cost of keys)	£24
Addenda (requested alterations to TA during the tenancy)	£90
Additional property visits (2 per year included with management)	£120
Preparing deposit claim (non-managed)	£240
EPC (Energy Performance Certificate)	£96
Gas Safety Record	£132
Fixed Wiring Test (dependent on size of property)	£216+
Reporting to HMRC (per quarter, NRL landlords without approval)	£120
Professional cleaning (dependent on size of property)	£210+
Court attendance (per day or part of a day)	£600
Cancelled let fee	£600
Preparing HMO Property Licensing Application	£240
Renewal documents (after period renewal fees are due)	£150
Renewal documents (during period renewal fees are due)	Complimentary
Copy statements	Complimentary
Service of notices	Complimentary
Arranging works during Managed Tenancies (this is only charged on net invoices over £500. Not chargeable on set fees listed above)	10% of the net invoiced cost + VAT on total
Arranging works during non-Managed Tenancies / outside of Tenancies (not chargeable on set fees listed above)	15% of the net invoiced cost + VAT on total
We do not receive any referral fees from the contractors we use, which keeps down the cost of works.	

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

