

Landlords fees schedule

Service	Excluding VAT	Including VAT
Full Management	12.5 %	15 %
Rent Collection	10 %	12 %
Let Only	3 Weeks' rent	
Initial charges		
Energy Performance Certificate	£70.00	£84.00
Tenancy agreement—negotiation and preparation	£200.00	£240.00
Tenant referencing and Right to Rent checks (per tenant)	£50.00	£60.00
Inventory	Please see separate table	
Deposit		
Fee for processing the deposit and complying with the terms of the Deposit Protection Service (DPS) on your behalf	£25.00	£30.00
To negotiate the return of the deposit or respond on your behalf to your tenants' deposit dispute, where we do not fully manage your property	£200.00	£240.00
Renewals		
Renewal of fixed term tenancy agreement — negotiation and preparation	£80.00	£96.00
Additional charges		
Annual statement of income and expenditure—per property	£20.00	£24.00
Quarterly tax submission for non-resident landlords (without HMRC approval)	£25.00 per quarter	£30.00 per quarter
Annual tax declaration for non-resident landlords (with HMRC Approval)	£25.00	£30.00
Copy statements— per statement	£25.00	£30.00
Additional property visits— per visit	£50.00	£60.00
Arranging redecoration / refurbishment works where cost of works exceeds £1,000 + VAT (Full Management service)	10 %	12 %
Arranging Gas Safety Checks, EICR, PAT, EPC or any pre-tenancy works where we do not manage the property	£20.00 + cost of works	£24.00 + cost of works
Arranging redecoration / refurbishment works (Let Only or Rent Collect service)	10 %	12 %
Key Cutting	£15 + cost of keys	£18 + cost of keys
Service of Section 13 Notice (Let Only or Rent Collect service)	£50.00	£60.00
Service of Section 21 Notice (Let Only or Rent Collect service)	£50.00	£60.00
Court attendance—per day or part thereof	£400.00	£480.00

Independent Redress—The Property Ombudsman

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