

Landlords’ Guide to Services and Fees

We are committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask a member of our team.

APW Property is a member of and covered by the ARLA Propertymark. APW Property is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk



Description of Fee	Net (exclusive VAT)	Gross (inclusive VAT)
Full Management (FM)	15% of monthly rent	18% of monthly rent
Standard Letting Service (SLS)	10% of monthly rent	12% of monthly rent
Deposit/Deposit Replacement Service (TI)	£40	£48
Tenancy Agreement (drafting and execution of document if supplied by us)	£229.17	£275
Tenancy Extension/Renewal Service fee (drafting and execution of document if supplied by us)	£100	£120
Exclusive Tax Service (FM/SLS)	£65	£78
Prepare quarterly tax returns	£125	£150
Property Preparation Service	Subject to Quotation	
Attending Legal Proceedings (Per Hour plus travel)	£200	£240
Arranging non routine maintenance as required (management and instruction of contractor works)	10% of the net invoice	12% of the net invoice
Additional Property Visits (Per Visit)	From £55 per visit	From £66 per visit
Deposit Transfer/Mid Term Transfer	£100	£120
Additional Annual HMRC Reporting	£15	£18
Landlord Regulation Checks Includes: Home Let Referencing, HMO Licence monitoring, Deposit/Deposit Replacement Service, Service of Notices, Legislative Horizon Scanning, Right to Rent checks, Checking Smoke and CO Alarms at commencement of tenancy.	£12.50pcm	£15pcm
Service of Notices (if Landlord Regulation Check is not selected)	£75	£90
Referencing (per Tenant/Guarantor) (if Landlord Regulation Check is not selected)	£75	£90
HMO Licence Application (excludes cost of licence and any risk assessmet or other documentation required to grant the licence)	£200	£240
Right to Rent Re-Checks	£100	£120
Empty Property Management service (supervision of and property visits to unoccupied properties)	From £40	From £48
Formulating Deposit Adjudication Claim	£50	£60
Inventory Preparation Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£50 min / £700 max	£60 min / £840 max
Inventory Check In Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£50 min / £700 max	£60 min / £840 max
Inventory Check Out Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£50 min / £700 max	£60 min / £840 max
Arranging Keys (Replacement keys and/or additional copies)	£40	£48
Energy Performance Certificate fee	£100	£120
Gas Safety Record fee	Subject to Quotation	
Portable Appliance Test fee	Subject to Quotation	
Periodic Electrical Inspection fee	Subject to Quotation	
Legionella Risk Assessment fee	Subject to Quotation	

Countrywide Residential Lettings Ltd trading as APW Property, Registered Office Greenwood House, 1st Floor, 91-99 New London Road, Chelmsford, Essex, CM2 0PP. Registered in England Number 02995024 which is an agent and subsidiary of Countrywide Estate Agents, Registered Office Greenwood House, 1st Floor, 91-99 New London Road, Chelmsford, Essex, CM2 0PP. Registered in England Number 789476

