LANDLORD FEES

LANDLORD FEES (INCLUSIVE OF VAT)	FEE
Fees Fees are expressed as a % of the total rent due under the tenancy. Lettings fees are payable fully in advance, management fees are payable in line with the way the rent is due.	
Set Up Service (In addition to services below) • Referencing potential tenant (including the right to rent status) • Preparing tenancy agreement and arranging all parties to sign	£360.00
Letting Service • Preparing all marketing material • Local and online marketing • Organising and accompanying viewings • Negotiating terms of Let with relevant parties • Annual rent review including service of Section 13 notice	9.6%*
Rent Collection Service In addition to the Letting Service • Collecting rent from the tenants • Preparing monthly statements and invoice statements • Paying rent to specified account • Register of tenancy deposit	12%*
Management Service In addition to the Letting and Rent Collection Services • Preparation of documents, including certificates, terms & conditions and registering deposit with the DPS • Advising utility providers and local authority of changes • Carry out routine property visits twice per year annum and notify landlord of outcome • Obtain estimates and arrange routine repairs and renewal of safety records • Arrange opening and closing inventory • Negotiate any claim against deposit • Remit landlord dispute to DPS for adjudication	14.4%*

LANDLORD FEES (INCLUSIVE OF VAT)	FEE
• Landlord insurance with legal cover	From £240.00
• Gas certificate (CP12)	£108.00
• Boiler service	£108.00
• EPC (energy performance certificate)	£120.00
• Carry out smoke alarm and carbon monoxide inspection	£60.00
• Replacement smoke alarm – Supply and fit	£72.00
• Replacement carbon monoxide alarm – Supply and fit	£72.00
• Formal letter to tenant	£30.00
• Inventory and check-in (Subject to size)	From £150.00
• Check-out report (Subject to size)	From £150.00
• Addition property inspection	£108.00

• Register deposit (Subject to terms below)
  ○ Opening inventory
  ○ Closing inventory
  ○ Client deductions confirmed within 7 days of end of tenancy
	£120.00

• Local authority license application (excludes cost of licence)	£360.00
• Rent review	£120.00
• Service of section 13 notice	£120.00
• Service of section 8 notice	£240.00
• Service of section 3 notice	£120.00
• Service of section 48 notice	£120.00
• Drafting new tenancy agreement	£240.00
• Tribunal pack (evidence for tribunal service)	On application
• Title register download	£24.00
• EICR (Excluding remedial works and re-testing)	From £144.00
• Right to rent (Re-check)	£120.00
• Abortive tenancy	£600.00
• Deposit transfer mid tenancy	£120.00
• Formulating deposit adjudication claim	£240.00
• Arranging non-routine maintenance as required ○ Manage and instruct contractor, liaise with tenant	10% of works
• Portable appliance testing	On application
• Court attendance as a witness (excludes cost occurred) ○ To assist the landlord or their legal representative	£480.00
• Submission of non-resident landlord receipt to HMRC per quarter	£96.00

* Fees are calculated as a percentage of the total rent due for the duration of the tenancy.

The Property Ombudsman

Anthony Charles is a member of The Property Ombudsman Redress Scheme and the Client Money Protect (CMP) scheme

CMP Client Money Protect