

STANDARD FEES & CHARGES – LANDLORDS

Initial Charges	Without VAT	With VAT
Tenancy agreement addendums / change of date	£50	£60
Preparation of inventory – managed properties	Included with let fee	
Preparation of inventory – let only	£150 up to 3 beds / price on application on larger properties + VAT	£180
Tenant referencing and Right to Rent checks (per tenant)	£40	£48
Deposit	Without VAT	With VAT
Fee for protecting a deposit and complying with the legal requirements of the Deposit Protection Scheme (DPS) on your behalf. Chargeable every 12 months or part thereof on the tenancy anniversary date	£45	£54
To process a claim with the DPS where we provide Full Management	£25	£30
To process a claim on your behalf with the DPS where we do not provide Full Management	£200	£240
Renewals	Without VAT	With VAT
Renewal fixed term tenancy agreement negotiation and preparation charge, managed	£75	£90
Renewal fixed term tenancy agreement negotiation and preparation charge, non-managed	£125	£150
Periodic tenancy agreement fee	£75	£90
General	Without VAT	With VAT
Annual statement of income and expenditure	£55	£66
Quarterly tax submission for non-UK residents with no HMRC approval	£100 per quarter	£120 per quarter
Annual tax declaration for non-UK resident with HMRC approval	£40	£48
Annual statutory landlord rental income notification on HMRC	£10	£12
Copy statements (each month's statement, or part thereof) – per request	£25	£30
Additional property visits, price per visit	£125	£150
Repairs (Full Management only). When the net cost of works exceeds £750 + VAT and an estimate is necessary – based on the total net invoice of works	Varied	
Arrange redecoration / refurbishment (Full Management only) – based on the total net invoice of works	Varied	
To obtain an estimate of works for redecoration or refurbishment. (This will be deducted from our final fee if you decide to proceed)	Varied	
Court attendances – per day or part of thereof	£200	£240
Production of Section 6A/Section 8	£125	£150
Service of Section 13 Notice (rent increase notice) for a statutory period assured shorthold tenancy	£75	£90
Service of Section 12 Notice or Notice to Quit (not with Full Management or Rent Collection)	£75	£90
Legionella Risk Assessment	POA	
Empty Care	£75	£90
Gas Safety Record	£80	£96
Additional Work at an hourly rate (e.g. Serving notices/attending contractor appointments)	£20 per hour	£24 per hour