



## Schedule of Landlords' Fees

	Letting Only	Rent Collection	Full Management
Tenancy Arrangement	£90	£150	£210
Commission: Initial Fixed Term Tenancy (% rent)	8.4%	9.6%	12%
Commission: Roll-On / Periodic Tenancy (% rent)	n/a	6%	12%
Renewal Fee (further fixed term to same tenant)	3.6%	£90	
Rent & Legal Guarantee (% rent)	4.2%	3%	
Land Registry Search	£4.80		
Energy Performance Certificate (EPC)	£90		
Preparation of Inventory & Check-In Report	Charged According to Property Size		
Deposit Protection	£30		
Property Inspection	£72	Included	
Attend Property as Keyholder (per visit during office hours)	£45	Included	
Works Arrangement Fee (% of invoice value)	12%	Included	
Issue Duplicate Statement	£20		
Annual Income & Expenditure Report	n/a	£30	
HMRC filing for Overseas Landlords (% rent)	n/a	1.2%	
Service of Notice (Section 8 or 21)	£75	Included	
Completion & Issue of Possession Claim Documents	£145	Included	
Court Attendance	£180	Included	
Assess Dilapidations / Oversee Deposit Dispute	£48 per hour	Included	
Management During Void Periods	By Arrangement		



## Schedule of Tenants' Fees

Application Fee – 1st Tenant	£225
Application Fee – Further Tenants (each)	£150
Application Fee – Guarantor	£150
Holding Fee (deductions may apply if application withdrawn)	1 months rent
Amend Tenancy Documentation	£90
Tenancy Renewal - Further Fixed Term	£90
Tenancy Continuation - Periodic Tenancy	no charge
Rent Overdue (per letter)	£30
Cheque/Standing Order etc Returned Unpaid	£30
Service of Notice - Breach of Tenancy	£75
Missed Appointment with Agent or Contractor	£54
Checkout Fee	£90
Refund Rent Overpayment	£12