



Level of Service	Fully Managed	Rent Collection	Let Only	Introducer
Set Up Fee (Per Tenancy)	£360	£390	£540	£420
Monthly Management Fee (% of monthly rent)	12%	7.20%	N/A	N/A
Annual Landlord Compliance Checks per person (Inc AML - Ongoing Monitoring)	£35	£35	£35	£35
Compliance Checks Per Company (In addition to individuals) Per instruction	£20	£20	£20	£20
Agree the Rental Value	✓	✓	✓	✓
Erect board outside property (where possible)	✓	✓	✓	✓
Market the property and advertise on the relevant portals	✓	✓	✓	✓
Accompanied Viewings	✓	✓	✓	N/A
Prospect and find tenants	✓	✓	✓	N/A
Referencing per tenant and guarantor	✓	✓	✓	£30
Collect and remit initial months' rent	✓	✓	✓	N/A
Inventory form (subject to size of property)	✓	✓	✓	£95
Provide tenants with method of payment	✓	✓	✓	N/A
Assured Shorthold Tenancy Agreement	✓	✓	✓	£120
Advise all relevant utility providers of any changes	✓	✓	£48	£48
Agree collection of any shortfall and payment method	✓	✓	N/A	N/A
Demand, collect and remit the monthly rent	✓	✓	N/A	N/A
Pursue non-payment of rent and provide advice on rent arrears and actions	✓	✓	N/A	N/A
Three Property Inspections per annum (cost per visit)	✓	£72	£72	£72
Manage repairs and maintenance up to £1500	✓	10% of Invoice	10% of Invoice	10% of Invoice
Check Out Inspection, report, managing repairs and negotiating with the tenant	✓	£120	£120	£120
Check Out Inspection and report only	N/A	£75	£75	£75



Fees applicable to all service levels	
Energy Performance Certificate (EPC)	£98.00
Gas Safety Certificate (GSR)	£98.00
Electrical Installation Condition Report (EICR) from	£250.00
Legionella Risk Assessment	£98.00
Supply and install of Battery-Operated Smoke, Heat and Carbon Monoxide Alarm (Per Unit)	£66.00
Supply and Replace of Existing Mains Operated Smoke, Heat and Carbon Monoxide Alarm (Per Unit)	£98.00
Overseeing Local Authority Licensing Application	£600.00
Deposit Registration Fee	£60.00
Rent Review Fee	£60.00
Tenancy Renewal Fee	£90.00
Tenancy Addendum Fee	£30.00
Right to Rent follow up check (per check)	£30.00
Landlord Withdrawal Fee (before a tenancy commences)	£120.00
Arrangement and manage repairs/work over £1500	12% of net cost
TDS Deposit Dispute Fee	£120.00
Completion of Statutory Declaration for the release of deposit	£18.00
Deposit Transfer Fee (per deposit)	£30.00
Rent Guarantee Cover (per month for rents up to £2,000 per month)	£29.00
Management Take-over Fee	£120.00
Cutting of Keys (per key) from	£12.00
Submission of Non-Resident Landlord Receipts to HMRC (per quarter)	£30.00



Fees applicable to all service levels	
Additional HMRC Reporting Fee (per request)	£30.00
Fee for providing an Annual Income and Expenditure Schedule	£30.00
Court Attendance (per hour plus expenses)	£60.00
Administration fee for small tasks not included or listed	£48.00
Interest on unpaid Commission (above bank of England base rate from the due date until paid)	3%

All costs quoted are inclusive of VAT and are subject to change due to market conditions.

Vacant Property Management Fee:

To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take Over Fee*:

To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Submission of Non-Residential Landlords receipts to HMRC:

To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Completion of Statutory Declaration for the release of the deposit*:

When no response is received from a tenant to our repayment request, a statutory declaration must be obtained for the deposit to be released to the agent/ landlord. This document must be witnessed and signed by a solicitor.

Statutory notices service to recover possession - Please speak to a member of staff for advice and fees.

Rent Guarantee Cover* – please speak to a member of staff for more details

Landlord & Company Compliance Checks

From 14th May 2025, compliance checks are required by law (OFSA & AML) before marketing any new instruction, renewed annually, and on agreement renewals or when adding properties. Company checks are completed by instruction, while directors, shareholders and beneficial owners are subject to annual checks and ongoing monitoring. All checks are carried out via a secure third-party provider in line with GDPR.