





LANDLORD FEES & PACKAGES

	 Let-Only Service	 Fully Managed Service	 Managed Premium
	£450 + VAT (£540 inc VAT)	£395 + VAT (£474 inc VAT) 12.5% + VAT of Rent (15% inc VAT)	£395 + VAT (£474 inc VAT) £25 + VAT
Free rental valuations and advise on refurbishments	●	●	●
Erect a 'To Let' board, actively market the property on all our website and chosen portals until suitable tenants are found and perform viewings (accompanied where required)	●	●	●
Provide guidance on compliance and letting consents	●	●	●
Carry out thorough referencing through Clubleys preferred referencing company	●	●	●
Include an Assured Shorthold Tenancy Agreement (AST)	●	●	●
Make any HMRC deduction and provide the Landlord with NRL8 form (if relevant)		●	●
Collect and pay 1st months' rent, deduct any invoices/fees and provide statement	●	●	●
Collect and pay subsequent rent to landlord and provide a monthly statement		●	●
Register and transfer deposit to chosen deposit scheme	●	●	●
Provide a detailed property inventory		●	●
Undertake one inspection after three months and notify landlord of the outcome		●	●
Communicate regularly with the landlord and offer rent reviews where appropriate		●	●
Arrange maintenance when required with approved contractors		●	●
Arrange annual Gas Safety checks		●	●
Hold keys throughout tenancy term		●	●
Guarantee rental payments to the landlord throughout the tenancy			●
Issue relevant sections where necessary		●	●
Carry out check out and necessary deposit deductions		●	●

ADDITIONAL NON-OPTIONAL FEES & CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE) IF REQUIRED:

EPC	2 Bedroom Property £75 + VAT (£90 inc VAT) to be paid in advance 3 + Bedroom Property £90 + VAT (£108 inc VAT) to be paid in advance
Tenant Reference Check + Eviction Service Assistance (if required)	£50 + VAT (£60 inc VAT) per year (and on change of tenant)
Tenant Reference Check + Rent Protection & Eviction Service (if required)	£25 + VAT (£30 inc VAT) per month
Inventory Provision (for non-managed properties) 1-2 Bed properties £125 + VAT (£150 inc VAT) 3-4 Bed properties £160 + VAT (£192 inc VAT) 5 Bed plus £200 + VAT (£240 inc VAT) Visiting property, taking notes and photographs and providing a detailed inventory which we will ensure is checked and signed by the tenants	
Arrangement fee for works and refurbishments over £500 Arranging access and assessing costs with contractor Ensuring work has been carried out in accordance with the specification of works Retaining any warranty or guarantee as a result of any works	10% + VAT (12% inc VAT) of net cost
Check-in/Check-out/Additional Property Inspections	£75 + VAT (£90 inc VAT)
Tenancy Agreement Fee	£100 + VAT (£120 inc VAT)
Renewal Fee	£100 + VAT (£120 inc VAT)
Contract negotiation, amending terms and arranging a further tenancy agreement	
Bond Dispute	£250 + VAT (£300 inc VAT)
Service of Section 13 Notice	£75 + VAT (£90 inc VAT)
Rent increase notice for a statutory periodic Assured Shorthold Tenancy	
Service of Section 21 Notice or Notice to Quit	£75 + VAT (£90 inc VAT)

These are our standard fee scales and may be subject to negotiation or special offers.