

Landlord fees schedule

LEVELS OF SERVICE OFFERED

FULL MANAGEMENT:
12% monthly (inc VAT)

LET ONLY: 90%
of one month's rent (inc VAT)

Initial rental assessment	✓	✓
Market the property and advertise on relevant portals	✓	✓
Erect board outside property in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓
Tenant referencing including up to one guarantor and Right to Rent Checks	✓	✓
Preparation of tenancy agreement	✓	✓
Provide tenants with prescribed information and method of payment	✓	✓
Collect and remit initial months' rent	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Register the Deposit with TDS	✓	
Demand, collect and remit the monthly rent and provide a statement of account	✓	
Advise all relevant utility providers of any changes	✓	
Hold keys securely throughout the tenancy term	✓	
Arrange routine repairs and instruct approved contractors (providing three quotes)	✓	
Pursue non-payment of rent and provide advice on rent arrears actions	✓	
Undertake periodic inspection once per annum and notify the outcome to the landlord	✓	
Advice on non-resident tax status and HMRC (if relevant)	✓	
Moving out tenants and Tenancy Deposit dilapidation negotiations	✓	
Advise on refurbishment requirements	✓	

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

www.robertaston.com

START OF TENANCY FEES

Initial Set Up Fee (Full Management Only)
- **60% of a full month's rent (inc. VAT) per tenancy.**

Referencing (ID and Sanctions checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

Energy Performance Certificate (EPC): £99 (inc. VAT) per tenancy

Legionella Risk Assessment: £99 (inc. VAT) per tenancy

Handling local authority licensing application: £175 inc. VAT per tenancy

DURING TENANCY FEES (ALL SERVICE LEVELS)

Permitted Occupier Fee: £99 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Variations to Contract Fees: £99 (inc. VAT) per tenancy. Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. (After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies from 1 May 2026).

ADDITIONAL OPTIONAL FEES AND CHARGES

Inventory / Schedule of Condition Fees:

- Studio - up to 2 bedrooms - £99 inc VAT
- 3 bedrooms or more - £120 inc VAT

Arrangement Fees for refurbishments over £1000:

12 % of net cost (inc. VAT). Arranging access and assessing the costs with any contractor's, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

CLIENT MONEY PROTECTION:



www.propertymark.co.uk



INDEPENDENT REDRESS:



www.tpos.co.uk

