

Landlords’ Guide to Services and Fees



We are committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask a member of our team.

John Francis is a member of and covered by the ARLA Propertymark Client Money Protection Scheme. John Francis is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk

Description of Fee	Net (exclusive VAT)	Gross (inclusive VAT)
Full Management Service (FM) Subject to a £750 (£900 Inc VAT) minimum fee per tenancy per year	13% of monthly rent	15.6% of monthly rent
Let and Rent Collection Service (LRC) Subject to a £750 (£900 Inc VAT) minimum fee per tenancy per year	10% of monthly rent	12% of monthly rent
Let Only Service (LOS) Payable upfront prior to commencement of the Services and subject to a £750 (£900 Inc VAT) minimum fee per tenancy.	One months rent	One months rent plus VAT
Marketing Only Service (MOS)	£199	£238.80
Rent and Legal Protection insurance (FM/LRC) Subject to availability	3.5% exc. IPT of monthly rental	3.92% inc. IPT of monthly rental
Deposit/Deposit Replacement Service (LOS)	£72	£86.40
Referencing Fee (inc. verification of income, employment, previous landlords (if applicable) and search for bankruptcy, insolvency, CCJs, Orders and Arrangements)	£50 per tenant (inc. students/guarantor)	£60 (per tenant (inc. students/guarantor)
Tenancy Agreement/Occupation Contract (drafting and execution of document if supplied by us)	£295	£354
Fixed Term & Periodic Occupation Contract Negotiation and Preparation Charge (Wales only)	£250	£300
Annual Rent Review and Increase Notice Fee (Wales only)	£250	£300
Change of Sharer Fee	£250	£300
Annual statutory landlord rental income declaration to HMRC	£20	£24
Income & Expenditure Service	£30 per quarter	£36 per quarter
Quarterly Tax Submission to HMRC for Non-UK Residents with No HMRC Approval	£100	£120
Annual Tax declaration for non-UK residents with HMRC approval	£40	£48
Third-party Tenancy Agreement/Occupation Contract supervision fee	£325	£390
Property Preparation Service	Subject to Quotation	
Providing a witness statement for legal proceedings	£200	£240
Attending Legal Proceedings (Per Hour plus travel)	£200	£240
Arranging Non Routine Maintenance as Required (management and instruction of contractor works)	10% of the net invoice	12% of the net invoice
Additional Property Visits	£55 per visit	£66 per visit
Deposit Transfer/Mid-Term Transfer	£100	£120
Landlord Regulation Checks Includes; HMO Licence monitoring, the on-going management of Deposit/Deposit Replacement Service, **Service of Notices, Legislative Horizon Scanning, Checking Smoke and CO Alarms prior to commencement of the tenancy. *annual upfront applies to Let Only service	£9.50pcm*	£11.40pcm*
Tenancy Administration Fee Includes but is not limited to: marketing of the property, arranging and conducting viewings, negotiating tenancy terms, arranging completion of tenancy documents, utility and services management	£100 min / £400 max	£120 min / £480 max
HMO Licence Application (excludes cost of licence and any risk assessment or other documentation required to grant the licence)	£325	£390
Agent as Licence Holder for Landlord Fee (excludes cost of licence and any risk assessment or other documentation required to grant the licence)	£250	£300
Formulating Deposit Adjudication Claim (LRC/LOS)	£200	£240
Formulating Deposit Adjudication Claim (FM)	£25	£30
Inventory Preparation Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£83.33 min / £500 max	£100 min / £600 max
Inventory Check In Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£83.33 min / £500 max	£100 min / £600 max
Inventory Check Out Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£83.33 min / £500 max	£100 min / £600 max
Negotiating and preparing Addenda	£50	£60
Energy Performance Certificate Fee	£99	£118.80
Gas Safety Record Fee	Subject to Quotation	
Portable Appliance Test Fee	Subject to Quotation	
Electrical Condition Inspection Report Fee	Subject to Quotation	
Legionella Risk Assessment Fee	Subject to Quotation	
Service of Notices	£175	£210
Deposit/Deposit Replacement Service (FM/LRC) (Only Available where Landlord Regulation Check fee not selected)	£6pcm	£7.20pcm

John Francis is a trading name of Countrywide Residential Lettings Limited, Registered Office Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF. Registered in England Number 02995024. Countrywide Residential Lettings Limited is a member of and covered by the ARLA Propertymark Client Money Protection Scheme. Countrywide Residential Lettings Limited is an agent and subsidiary of Countrywide Estate Agents Limited, Registered in England Number 00789476, Registered Office: Witan Gate House, 500-600 Witan Gate West, Milton Keynes, MK9 1GF. Countrywide Estate Agents Limited is an appointed representative of Connells Group Principal Services Limited which is authorised and regulated by the Financial Conduct Authority FRN 301684. VAT number 500 2481 05.