

Our standard fees and charges in Wales

Commission for Services	Explanation	without VAT	inc VAT
All Letting Services include:	- Agree the market rent and find a tenant in accordance with the landlord guidelines - Advise on refurbishment - Provide guidance on compliance with statutory provisions and letting consents - Carry out accompanied viewings (as appropriate) - Market the property and advertise on relevant portals - Erect board outside property in accordance with Town and Country Planning Act 1900 - Advise on non-resident tax status and HMRC (if relevant)		
Full management	Includes: - Collect and remit the monthly rent received - Pursue non-payment of rent and provide advice on rent arrears actions - Deduct commission and other works - Advise all relevant utility providers of changes - Undertake one routine visit per fixed term tenancy or once per year (whichever is the more frequent) and notify landlord of the outcome - Arrange routine repairs and instruct approved contractors - Hold keys throughout the tenancy term	16%	19.2%
Rent collection service	Includes: - Collect and remit the monthly rent received - Deduct commission and other works - Arrangement payments from rental for statutory requirements - Pursue non-payment of rent and provide advice on rent arrears actions	12%	14.4%
Tenant introduction only	Includes: - Collect and remit initial months' rent received - Agree collection of any shortfall and payment method - Provide tenant with method of payment - Deduct any pre-tenancy invoices - Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	One months' rent	One months' rent + VAT

All fees are subject to value added tax (VAT) at the rate applicable and our minimum fee is £750.00 + VAT (£900.00 including VAT) per tenancy.

Initial Charges	Explanation		without VAT	inc VAT
Energy Performance Certificate (EPC)	Arrange for an EPC to be commissioned to meet your landlord’s responsibilities under the Energy Performance of Buildings (England and Wales) Regulations 2012		£99.00	£118.80
Occupation contract negotiation and preparation charge	Provide, negotiate and agree with your tenant an occupation contract to include additional clauses or amendments requested by you and/or your tenant		£295.00	£354.00
Tenant referencing (per tenant)	Tenant & Guarantor referencing (per person)		£50.00	£60.00
Student Application Fee	Student Application Fee (per tenant/occupier)		£50.00	£60.00
Supervision of an agreement presented by a third-party to the landlord	Arranging for an occupation contract which we have not prepared to be checked for you		£325.00	£390.00
Negotiating addenda to occupation contract	Contract negotiation, amending terms and updating your occupation contract during the tenancy		£50.00	£60.00
Inventory administration at the start of the tenancy	Administering the inventory at the start of the tenancy to include considering any tenant requests to make changes to the inventory (cost of providing an inventory set out below)	Unfurnished	£135.00	£162.00
		Furnished	£150.00	£180.00

		Unfurnished		Furnished	
		without VAT	inc VAT	without VAT	inc VAT
Instructing an inventory provider to attend the property to undertake the creation of an inventory prior to the start of the tenancy	Studio	£140.00	£168.00	£160.00	£192.00
	1 bed	£150.00	£180.00	£170.00	£204.00
	2 bed	£160.00	£192.00	£180.00	£216.00
	3 bed	£170.00	£204.00	£190.00	£228.00
	4 bed	£180.00	£216.00	£200.00	£240.00
	4 bed +	£190.00	£228.00	£210.00	£252.00

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Deposit	Explanation	without VAT	inc VAT
Deposit Compliance Fee	Fee for the on-going management of a deposit replacement guarantee product / deposit and complying with the legal requirements of the Tenancy Deposit Scheme (TDS) on your behalf. Chargeable every 12 months or part thereof on the tenancy anniversary date (payable where the Property Regulation Check is not taken)	£72.00	£86.40
Deposit / Deposit Replacement Service	(Only Available for Full Management & Rent Collection Service where the Property Regulation Check fee not selected)	£6.00 pcm	£7.20pcm
To respond on your behalf to your tenants deposit replacement guarantee product / deposit and dispute where we provide Full Management	Upon your tenants registering a Deposit dispute, advise you on the details of your tenants claim, formulate your response and submit this to the adjudicator with appropriate evidence for final adjudication	£25.00	£30.00
To respond on your behalf to your tenants deposit replacement guarantee product / deposit and dispute where we do not provide Full Management	Upon your tenants registering a Deposit dispute, advise you on the details of your tenants claim, formulate your response and submit this to the adjudicator with appropriate evidence for final adjudication	£200.00	£240.00
Facilitating the transfer of a deposit for the tenant	Facilitating the transfer of your tenant's deposit to you where you have been previously holding and protecting it in the TDS	£50.00	£60.00

Renewals	Explanation	without VAT	inc VAT
Fixed term and periodic occupation contract negotiation and preparation charge	Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	£250.00	£300.00
Annual rent review and increase notice fee*	Review of rent and notice served	£250.00	£300.00
Changes of Sharer	Contract negotiations and processing a change of sharer, amending and updating terms and preparing a new occupation contract	£275.00	£330.00

*Only where Fixed term and periodic occupation contract negotiation and preparation charge does not apply.

General	Explanation	without VAT	inc VAT
Fee for transferring rent and other payments to a Non-UK Bank Account	Fee for transferring rent and other payments to a Non-UK Bank Account charged per transaction	£25.00	£30.00
Tenancy Administration	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	Min £100 / Max £400	Min £120 / Max £480
Property Regulation Check	Includes HMO Licence monitoring, the on-going management of Deposit / Deposit Replacement Service, Legislative Horizon Scanning, Checking Smoke and CO Alarms at commencement of tenancy	£9.50 pcm	£11.40 pcm
Quarterly tax submission for non-UK residents with no HMRC approval	To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC	£100.00 per quarter	£120.00 per quarter
Income & expenditure service	Provision of a statement of income and expenditure on a quarterly basis to assist in the completion of your Tax Return	£30 per quarter	£36 per quarter
Annual tax declaration for non-UK resident with HMRC approval	Submitting to HMRC an annual declaration for non-UK resident landlords who have HMRC approval – and respond to any specific query relating to the return from the landlord or HMRC	£40.00	£48.00
Annual statutory landlord rental income notification to HMRC	Submitting on your behalf an annual return to HMRC for non-UK resident landlords – and respond to any specific query relating to the return from the landlord or HMRC	£20.00	£24.00
Copy statements (each month's statement, or part thereof) – per request	Provision of Copy statements (each month's statement, or part thereof) – per request	£25.00	£30.00
HMO Licence Application Fee*	This fee excludes the cost of the Local Authority Licence and any risk assessment or other documentation required to grant the licence.	£325.00	£390.00
Agent as Licence Holder for Landlord	Agent as Licence Holder for Landlord	£250.00	£300.00
Additional property visits, price per visit	To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	£55.00	£66.00
Repairs (full management only). When the net cost of works exceeds £750.00 + VAT and an estimate is necessary – based on the total net invoice of works	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%	12%
Arrange redecoration/refurbishment (full management only) – based on the total net invoice of works	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%	12%

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To obtain an estimate of works for redecoration or refurbishment. (This will be deducted from our final fee if you decide to proceed)	Obtaining more than two contractors quotes works for redecoration or refurbishment and submitting them to you for approval	£100.00	£120.00
Witness statement	Provide a witness statement for legal proceedings	£200.00	£240.00
Court attendances – per day or part thereof	Attending Court proceedings with your appointed Solicitor as a Landlord witness	£200.00	£240.00
Serve Notices under The Renting Homes (Wales) Act 2016	Upon instructions prepare and serve notice to bring your tenant's tenancy to an end under The Renting Homes (Wales) Act 2016	£175.00	£210.00
Serve Possession Notice – non Occupation Contract	Service of possession notice for non Occupation Contract tenancies	£175.00	£210.00
Arrange Legionella risk assessment	A landlord has responsibility to assess and control the risk of Legionella under the HSE revised <i>Approved Code of Practice (ACOP) and guidance Legionnaires' disease: The control of legionella bacteria in water systems</i>	£125.00	£150.00

*This fee excludes the cost of the Local Authority Licence and any risk assessment or other documentation required to grant the licence.