



Let Only	Let and Rent Collection	Fully Managed
10% inc VAT	11% inc VAT	12% inc VAT
Fees collected from initial rent. Calculated from the annual rent.	Fees collected monthly from rent collected, for the duration of the tenants occupation.	
Annual Property and Tenancy Review Continuation of our fees above plus an administration fee of £180 including VAT.		

Tenancy Set Up Fee £360 inc of VAT

1. Comprehensive 3rd Party Referencing, including credit checks	✓	✓	✓
2. All relevant documents in accordance to The Renters Right Act 2025 to be issued.	✓	✓	✓
3. Government Right-to-Rent checks	✓	✓	✓
4. Compliance with Anti-Money Laundering legislation (AML)	✓	✓	✓
5. Issuing all statutory documents at outset of tenancy	✓	✓	✓

Lettings and Management Fee

6. Initial Market Appraisal with an experienced local expert	✓	✓	✓
7. Assessment of your requirements and service recommendation	✓	✓	✓
8. Property health check; current legislation, compliance, health and safety	✓	✓	✓
9. Organise pre-marketing quotes/works	✓	✓	✓
10. Preparation of a suitable marketing strategy for your property	✓	✓	✓
11. Professional photographs and floorplan*	✓	✓	✓
12. Online listings across both major portals; Rightmove and Zoopla	✓	✓	✓
13. Prelet inspection report to be conducted and provided along with quotes*	✓	✓	✓
14. Issue property particulars to our corporate clients as appropriate	✓	✓	✓
15. Accompanied viewings	✓	✓	✓
16. Offer report detailing key tenant information	✓	✓	✓
17. Expert negotiation to secure the most suitable terms	✓	✓	✓
18. Collection of a holding deposit	✓	✓	✓
19. Collect first month's rent and security deposit	✓	✓	✓
20. Creation and execution of a suitable Assured Periodic Tenancy (E-sign available)	✓	✓	✓
21. Completed required document checklist	✓	✓	✓
22. Arrange a professional inventory with meter readings*	✓	✓	✓
23. Check-in tenants*	✓	✓	✓
24. Register security deposit with The Tenancy Deposit Scheme*	✓	✓	✓
25. Introduce Tenants to Utility Switching Service		✓	✓
26. Management of Council Tax Liability		✓	✓
27. Monthly rent collection, with quarterly statements and making payments within 3-5 working days		✓	✓
28. Chase rent arrears in accordance with the tenancy guidelines.		✓	✓
29. Key holders for your property			✓
30. Regular mid-term inspections carried out by our own Property Manager			✓
31. First port of call for all repairs, with a maintenance work limit of £300.00 + VAT			✓
32. Project manage all repairs and maintenance, including liaising with all tenants and contractors*			✓
33. Option to provide your own Preferred Supplier List of contractors			✓
34. Arrangement for you to regain possession via a known solicitor*			✓
35. Check out of your tenant in line with inventory subject to an inventory being in place			✓
36. Manage deposit release/dispute process subject to an inventory being in place			✓
37. Tenancy Annual Review*			✓
38. Ongoing Right-to-rent checks			✓
39. Annual compliance review			✓

*Additional costs may apply - information to follow.



YOUR LOCAL INDEPENDENT AGENT SINCE 1969



Additional Landlord Fees (Inclusive of VAT) that may apply to your tenancy

Land Registry Proof of Ownership (if required)	£12.00
Deposit Registration Fee	£60.00
To arrange Fire Door Inspections plus remedial works	£180.00
Rent Guarantee Insurance	Price on application - £36 administration fee to Ian Gibbs
Gas Safety Certificate	£100.00
Energy Performance Certificate	£60.00
Additional Inspections	£60.00
Check-in Fee	Price on application
Attendance to Court	£96.00 per hour
Withdrawal by Landlord	£360.00
Professional Marketing	Price on application
Smoke/Co2 Alarm Installation (up to 3 alarms)	£60.00 + cost of alarms
Electrical Installation Report (EIRC)	POA
PAT Testing (per appliances)	£24.00
Collection and forwarding of post	Cost of postage
Obtaining estimates and overseeing works in excess of £1,000.00	12%
Prelet property inspection	£90.00
To arrange for possession of property via a known solicitor	£360.00
Additional copies of Statements upon request	£60.00
Copies of keys to be cut	£30.00 + cost
Tenancy Annual Review	£180.00