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.

APW is a member of and covered by the ARLA Propertymark. APW is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk

Description of Fee	Net (excluding VAT)	Gross (including VAT)
AGENT COMMISSION		
Full Management fees (Subject to a £1250 (£1500 Inc. VAT) minimum fee per tenancy, per year)	17%	20.4%
Let & Rent Collection Service fees (Subject to a £1250 (£1500 Inc. VAT) minimum fee per tenancy, per year)	11%	13.2%
Short Let fees (Subject to a £1250 (£1500 Inc. VAT) minimum fee per tenancy, per year)	25%	30%
LEGAL		
Landlord Regulation Checks fee	£15pcm	£18pcm
Landlord Regulation Checks fee includes: HMO license monitoring, Tenant Referencing, Deposit Service, Right to Rent checks, Legislative Horizon Scanning, Checking Smoke and CO Alarms at commencement of tenancy		
Section 8 Possession Notice / Notice to Quit (for NHA Tenancies)	£195	£234
Attending Legal Proceedings (Per Hour plus travel) fees	£300	£360
TAX		
Quarterly statement of income and expenditure	£70 per quarter	£84 per quarter
Annual statutory landlord rental income declaration to HMRC	£15	£18
Quarterly tax submission to HMRC for non-UK residents with no HMRC approval	£125 per quarter	£150 per quarter
ADMIN FEES		
Tenancy Agreement fee	£400	£480
Tenancy Extension or Rent Review Service fee (Inc Service of Section 13 Notice)	£250	£300
Negotiating and preparing addenda	£75	£90
Change of Tenant or Occupant Fee	£400	£480
Referencing (per Tenant / Guarantor - Where the Landlord Regulation Checks fee is not selected)	£75	£90
Right to Rent checks per Tenant / Occupant (Where the Landlord Regulations Checks fee is not selected)	£40 per annum	£48 per annum
HMO Licence Application fee	£500	£600
Company Credit Card Surcharge fee	£30	£36
Agent as Licence Holder for Landlord fee	£250	£300
DEPOSIT		
Deposit Transfer /Mid Term Transfer fee	£100	£120
Deposit release negotiation fee (Let & Rent Collect)	Min £300 Max £420	Min £360 Max £504
Deposit Service (Where the Regulation Checks fee is not selected)	£60 per annum	£72 per annum
Formulating Deposit Adjudication Claim fee	£175	£210
TENANCY/PROPERTY MANAGEMENT		
Inventory Preparation fee*	Min £50 Max £583	Min £60 / Max £700
Inventory Check In fee*	Min £50 Max £583	Min £60 / Max £700
Inventory Check Out fee*	Min £50 Max £583	Min £60 / Max £700
Additional Property Visits (Per Visit) fee	£95	£114
Arranging non routine maintenance fee (as required)	15%	18%
Energy Performance Certificate fee*	£120	£144
Boiler Service	£164	£196.80
Gas Safety Record fee*	£120	£144
Gas Safety Record and Boiler Service	£214	£256.80
Portable Appliance Test fee*	£175	£210
Fixed Wiring Test (EICR)*	Subject to Quotation	Subject to Quotation
Legionella Risk Assessment fee*	£150	£180
Empty Property Management Service	Subject to Quotation	Subject to Quotation
Arranging Keys	£40	£48
Hard copy statements by post	£10	£12

*Subject to quotation for unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms

Lettings: APW is a trading name of Countrywide Residential Lettings Limited, Registered Office Cumbria House, 16-20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN. 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: Cumbria House, 16-20 Hockliffe Street, Leighton Buzzard, Bedfordshire, LU7 1GN. Countrywide Estate Agents Limited is an appointed representative of Countrywide Principal Services Limited which is authorised and regulated by the Financial Conduct Authority FRN 301684. VAT number 500 2481 05.