



SCALE OF CHARGES 2025 and until further notice.

The Services We Offer And Their Costs.

Full Management Service

The fees under the above service are payable when any individual or organisation enters into an agreement to rent the Property as a result of our promotion, introduction, or viewing by the Agent.

CHARGES:

1. TENANT FIND PROCESS & ADMINISTRATION FEE: £480.00 including VAT

- All advertising on leading property portals & social media.
- TO LET board.
- All viewings and feedback on viewings.
- Deposit lodged with Deposit Protection Service.
- Provide Tenant with COMPLIANCE PACK including all legally required documentation, e-signed by the Tenant to bring the Tenancy into effect.

2. MONTHLY MANAGEMENT FEE RENT: From 8% + VAT per month.

- Includes access to our Preferred Supplier list of contractors, with whom we have agreed preferential charges for repairs.
- Property inspections every 3 to 6 months - following a first inspection at month one to check how the Tenant/s have settled in.
- Monthly Landlord Statements for your accounting purposes via PAYPROP software.
- Repair management – finding solutions for property repairs and managing contractors from instruction to completion.
- Monitoring compliance and legislation relating to rented properties.
- Instruction gas safety certificate renewal on an annual basis.

3. PROPERTY INVENTORY SERVICE: £195.00 inc VAT

- Up to 35 pages of detailed photographs and description of your property, as at the date the Tenant moves in.

This is produced by a professional inventory company, whose documents are created in the format that is accepted by the Deposit Protection Service as an acceptable form of e-signed and e-dated evidence, to support any claims for funds to be with-held from a Tenants deposit at the end of a Tenancy, for cleaning, gardening, decorating, etc. This document is critical when supporting claims made against a Tenant's deposit, where EXCESSIVE wear and tear or negligence to a property's fixtures or fittings needs to be evidenced.

4. TENANT & GUARANTOR REFERENCING: £90 inc VAT per reference.

- Professional reference including financial credit rating, previous Landlord reference, employment reference and salary confirmation.
- Internal check on 3 months' worth of bank statements to confirm no pay-day loans or excessive online gambling is affecting the applicants income.

5. LANDLORD'S GAS SAFETY CERTIFICATES - £85 inc VAT per year

- Using our preferred suppliers we ensure that every 12 months this legally required document is arranged without fail.
- Carbon monoxide alarms have been required by law since 2022 and if these require installation at the date of the gas safety certificate, or renewal due to age or fault, this would be chargeable at £35 + VAT per alarm (supply/fitting/register on Landlords Gas Safety Certificate).
- Smoke alarms have been required by law for many years, and at the time of carrying out your Landlords Gas Safety Certificate, if smoke alarms are old, faulty, missing, our contractor will replace these at a cost of £15 + VAT per alarm.

6. Energy Performance Certificates - £75 + VAT.

EPC's require renewal every 10 years, or at a point when a renovation/upgrade has been undertaken to the boiler, windows, insulation, etc on a property that would materially affect the grading to the benefit of the rating. All EPC's for private rental properties should be above an E-rating. A higher rating of level C is going to be a requirement for all private rental properties in a few years' time.

7. VOID PROPERTY INSPECTIONS or ADDITIONAL INSPECTION VISITS - £50 inc VAT

Whilst your property is vacant and not yet on the market.

A VOID VISIT may be for:

- Topping up pay-as-you-go meters.
- Meeting any contractors for property access or quotes, etc.
- Checking cleaning, decoration works prior to marketing.

If we are not actively marketing your property and you require us to visit the property, we will charge for this service.

However, if you've signed Terms of Business, provided all the necessary ID and have agreed to the Scale of Charges - **when we're marketing your property, looking for the right Tenant, these matters will be dealt with for you as part of our managed service, free of charge.**

8. Electrical Installation Condition Report (EICR) – Required by law. £195.00 inc VAT (for the completed certificate) per 5 year renewal.

This certificate has been required on all rental properties since 2020. Any remedial works that are required to bring the system up to an approved standard will be an additional cost to the 'satisfactory' certification. The property cannot be rented without an EICR.

Please be aware that we reserve the right to reflect price increases in future services. We cannot offer specialist services to landlords at a loss to our company. All price increases will be reasonable and justifiable.

Withdrawal Fee:

When you have instructed us to begin immediate marketing, we will take action to visit the property, produce the property details and photographs and advertise the property with immediate effect. As soon as your property is showing on any online portals, this means that we will have incurred a significant amount of professional and administration time in creating the advertising and property particulars. **Should you withdraw your property from marketing, at the point where we are actively advertising the property online, the withdrawal fee is £300.00 including VAT.**

TENANTS – If you are successful at a pre-application on a rental property, before you move in we will take a Holding Deposit of £125 to hold the property or you whilst your application is being processed.

If you withdraw from letting the property after referencing has started or do not disclose on the application form information which negatively impacts your application then some or all of the holding deposit may be retained to cover costs incurred.

Should the Landlord decide not to proceed with the letting through no fault of your own, then any monies paid will be refunded in full.

DEPOSIT FOR YOUR PROPERTY – we will take five-week's rent equivalent as your deposit for your rental property. This will be submitted to the Deposit Protection Service as a custodial deposit for the period of your tenancy.

Change to initial tenancy terms/agreement – we will charge tenants £50.00 to amend any terms agreed at the start of the tenancy. This could include approval of a pet, or adding / removing a tenant from their status as tenant at the property address.

Tenant are responsible for - replacement keys due to loss, replacement costs of functioning security devices/alarms, rent, payment for services to the property, such as gas, electricity, water, television licence, council tax, telephone, broadband and installation/subscription charges for cable/satellite to the provider of that service.

Any other permitted payments not stated above which are entitled to be claimed under relevant legislation including contractual damages.

ALL CHARGES INCLUDE VAT. IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF



**TENANT FIND ONLY SERVICES
FEE STRUCTURE 2025 until further notice.**

SCALE OF CHARGES

1. TENANT FIND PROCESS & ADMINISTRATION FEE: £600.00 inc VAT.

- All advertising on leading property portals & social media.
- TO LET board.
- All viewings and feedback on viewings.
- Deposit lodged with Deposit Protection Service then transferred to your own Deposit Protection Service account within 10 days.
- Provide Tenant with COMPLIANCE PACK of up to 11 documents, e-signed, to bring the Tenancy into effect and ensure compliance for any future reference.
- Includes Tenant Referencing for up to three parties (tenants and/or guarantor). Any additional references will be chargeable at £90.00 inc VAT. We obtain information including financial credit rating, previous Landlord reference, employment reference and salary confirmation using a professional referencing company.
- Confirmation of 'Right to Rent' status and compliance with Anti Money Laundering checks on tenants and guarantors.

2. PROPERTY INVENTORY SERVICE: £195.00 inc VAT

- This is produced by a professional inventory company, whose documents are created in the format that is accepted by the Deposit Protection Service as an acceptable form of e-signed and e-dated evidence, to support any claims for funds to be withheld from a Tenants deposit at the end of a Tenancy, for cleaning, gardening, decorating, excessive wear and tear etc.

3. LANDLORD'S GAS SAFETY CERTIFICATES - £85 inc VAT.

Using our preferred supplier, who are fully compliant with GDPR requirements and we have approved their Data Protection procedures, in line with our own high standards.

4. Electrical Installation Condition Report (EICR) – Required by law. £195.00 inc VAT, per 5 year renewal.

This certificate has been required on all rental properties since 2020. Any remedial works that are required to bring the system up to an approved standard will be an additional cost to the 'satisfactory' certification. The property cannot be rented without an EICR.

Withdrawal Fee:

When you have instructed us to begin immediate marketing, we will take action to visit the property, produce the property details and photographs and advertise the property with immediate effect. As soon as your property is showing on any online portals, this means that we will have incurred a significant amount of professional and administration time in creating the advertising and property particulars. **Should you withdraw your property from marketing, at the point where we are actively advertising the property online, the withdrawal fee is £300.00 including VAT.**