

LANDLORD FEES SCHEDULE

All stated charges inclusive of VAT unless expressly indicated

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This Schedule forms part of the Agent's Terms of Business. The property-specific Instruction Letter prevails only where it expressly records an agreed override. Core annual fees are invoiced annually in advance and all invoices are payable within 14 days.

1. Core service fees

Level	Service	Standard fee - VAT inclusive
Service Level 1	Tenant Introduction & Continuing Tenancy Compliance	Sole/Joint Sole: 8.4% of agreed annualised rent; Multi-Agency: 9.6%; minimum £1,200, plus 6% annual compliance
Service Level 2	Tenancy Management - Rent Collection & Compliance	10.8% of annualised rent
Service Level 3	Full Property Management	14.4% of annualised rent
HMO supplement	Where Agent is named manager of a licensable HMO	+2.4% of annualised rent

REFERENCING SCOPE - IMPORTANT ADDITIONAL CHARGE

The core percentage fee for Service Levels 1, 2 and 3 includes only the Agent's Basic Applicant Check: identity and contact-detail checks from available information, a basic applicant/tenancy suitability review, and the statutory Right to Rent check where the Agent is responsible. It does not include comprehensive affordability verification, credit referencing, employment/accountant checks, previous-landlord references, income-document authentication, open-banking analysis, guarantor underwriting or a comprehensive written reference report.

Where the Landlord instructs Comprehensive Referencing and Tenancy Setup, the additional charge is £360 inclusive of VAT for up to two tenants and £180 inclusive of VAT for each additional tenant. The charge is payable when the work is instructed and carried out, whether or not the applicant ultimately proceeds, passes all criteria or takes occupation.

The only standard waiver is for an eligible Service Level 3 Full Property Management instruction where the Landlord purchases the Agent's qualifying Rent Guarantee policy at the premium quoted by the Agent and the tenancy is accepted under that policy. In that case the Comprehensive Referencing and Tenancy Setup charge, including additional-tenant referencing charges, is waived. The Rent Guarantee premium and any separate policy charges remain payable. No waiver applies to Service Level 1 or Service Level 2.

If Full Property Management does not proceed, the policy is not purchased through the Agent, underwriting is declined, the policy is cancelled or does not take effect, or the Landlord changes service level before commencement, the normal charges apply to Comprehensive Referencing and Tenancy Setup work already instructed or completed. The waiver has no cash value and cannot be transferred, set off or claimed as a refund.

Level 1 is not available as a standalone introduction-only product. The first annual compliance fee is charged at tenancy commencement. Later annual fees are charged in advance at each Service Anniversary for the next 12-month Service Period.

2. Pre-tenancy compliance arrangements

ARRANGING / FACILITATION CHARGES - CONTRACTOR COSTS MAY BE ADDITIONAL

Energy Performance Certificate	£72-£114, depending on property size
Gas Safety Record	£96
Electrical Installation Condition Report	£180-£250, depending on property size
Portable Appliance Testing	£12 per appliance
Legionella risk assessment	£150
Smoke and CO alarm installation	£100, equipment scope to be confirmed
Smoke and CO alarm start-date test	£30
Local-authority licensing application	Written quotation, plus authority fee

Visual fitness check at tenancy start	£120
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3. Start-of-tenancy charges

START-OF-TENANCY	
Basic Applicant Check	Included in core percentage fee; limited scope only
Comprehensive Referencing and Tenancy Setup - up to 2 tenants	£360
Additional tenant comprehensive referencing	£180 per tenant
Qualifying Rent Guarantee waiver	£360 and additional-tenant charges waived only with eligible Level 3 Full Property Management plus qualifying policy purchased through the Agent at quoted premium and accepted for cover
Guarantor reference and deed	£90 per guarantor, unless expressly included in the qualifying policy package
Permitted occupier documentation	£60 per occupier
Deposit registration / prescribed information administration	£66
Inventory / schedule of condition	Current separate inventory quotation
Accompanied check-in	£60

4. During-tenancy charges

DURING TENANCY	
Additional property visit	£120 per visit
Rent review and statutory notice administration	£60
Right to Rent follow-up	£25 per check
Managed-service handover on Landlord termination	£600, covering file reconciliation, tenant notices, accounting, deposit/certificate handover and authority transfer
Works/project coordination over £1,500	12% of net contractor cost, with prior disclosure except emergency
Additional contractor quotation beyond three	£12 per quotation

5. End-of-tenancy and enforcement support

END / ENFORCEMENT	
Check-out inspection and report	£250
Deposit dispute preparation/administration	£250
Preparation and service of statutory possession notice	£180 per notice; excludes legal advice and court fees
Court/tribunal attendance where agreed	£150 per hour plus reasonable travel/disbursements

6. Financial and administrative charges

ADMINISTRATION	
Overdue invoice interest	3% per annum above Bank of England base rate, simple interest, plus legally recoverable evidenced costs
Non-Resident Landlord return	£60 per quarter
Additional HMRC reporting	£120 per request

Annual income and expenditure schedule	£120
Same-day payment	£12
Foreign-currency payment	£30 plus bank/FX charges
Management takeover of ongoing tenancy	£1,200
Deposit transfer/re-registration	£66
Vacant property visit	£120 per visit

7. Payment and avoidance of double charging

All invoices are payable within 14 days. The Landlord cannot substitute monthly payments, deduct, set off or withhold an undisputed sum. Where client money is held, the Agent may deduct properly due charges before remittance in accordance with the Terms and client-money rules. A written property-specific concession does not change the standard terms for another invoice or Service Period.

Charges for the same defined task will not be duplicated. Third-party contractor, authority, scheme, legal, insurance, court and bank costs are separate unless expressly included. If a price range applies, the Agent will confirm the applicable amount before instruction where practicable.

8. Regulatory information

Client Money Protection: Propertymark | Independent Redress: The Property Ombudsman | Trading address: 191 Woodhouse Road, Friern Barnet, London N12 9AY