
LANDLORD FEES SCHEDULE

AUSTIN CHAMBERS & CO

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LANDLORD FEES SCHEDULE

(All fees inclusive of VAT)

This schedule should be read together with our **Service Level descriptions** and **Terms of Business**. All percentages shown are inclusive of VAT.

1. Core Service Level Fees

1.1 Service Level 1 – Tenant Introduction & Tenancy Compliance

(includes Continuing Tenancy Compliance – no “intro only” option)

Tenant Introduction Fee (one-off, initial letting)

- Sole / Joint Sole Agency: **8.4% of the initial fixed term’s rent**
- Multi-Agency: **9.6% of the initial fixed term’s rent**
- Minimum fee: **£750.00**

Continuing Tenancy Compliance Fee (annual)

- **6% of the annual rent**
- Invoiced once per year while:
 - the tenant we introduced (or a replacement introduced via that tenant) remains in occupation; and
 - our appointment for Service Level 1 remains in place.
- This is a **service fee**, not a renewal fee, and applies whether the tenancy is fixed-term or periodic.

Service Level 1 is only available with the Continuing Tenancy Compliance Service. We do **not** offer a stand-alone “tenant find only” product.

1.2 Service Level 2 – Tenancy Management (Rent Collection & Compliance)

Annual Management Fee

- **10.8% of the annual rent**
- Invoiced at the start of the tenancy and on each anniversary while we manage the tenancy and the tenant remains in occupation.

1.3 Service Level 3 – Full Property Management

Annual Full Management Fee

- **14.4% of the annual rent**

Licensable HMO Supplement

- **+2.4% of the annual rent** where we are the named manager of a licensable HMO, to reflect the additional compliance and management workload.

Fees for Service Levels 2 and 3 are invoiced at the start of the tenancy and on each anniversary while we manage the tenancy and the tenant remains in occupation.

2. Pre-Tenancy Compliance Charges

(arranging & facilitating, in addition to the cost of the certificate/works)

Where you do not provide the required documentation yourself, we can arrange it using approved contractors. The following fees cover arranging and facilitating the work:

- **Energy Performance Certificate (EPC)**
£72.00–£114.00 per tenancy (depending on property size).
- **Gas Safety Certificate (GSR)**
£78.00 per tenancy.
- **Electrical Installation Condition Report (EICR)**
£180.00–£250.00 per tenancy (depending on property size).
- **Portable Appliance Testing (PAT)**
£12.00 per appliance per tenancy.
- **Legionella Risk Assessment**
£150.00 per tenancy.

- **Smoke & Carbon Monoxide Alarm Installation**
£100.00 per tenancy.
- **Smoke & CO Alarm Testing on Tenancy Start Date**
£30.00 per tenancy.
- **Local Authority Licensing Application Handling**
Fee on request, depending on scheme and complexity, in addition to the local authority's licence fee.
- **Visual "Homes (Fitness for Human Habitation)" Check on Start Date**
£120.00 per tenancy.

3. Start-of-Tenancy Fees

- **Set-Up & Referencing Fee (up to 2 tenants)**
£360.00 per tenancy.
Covers: referencing (ID, Right to Rent, credit, employment/landlord references), affordability assessment, contract negotiation, and preparing/executing the tenancy agreement.
- **Additional Tenant Referencing**
£180.00 per additional tenant.
- **Guarantor Referencing & Deed of Guarantee**
£90.00 per guarantor.
- **Permitted Occupier Documentation**
£60.00 per permitted occupier.
- **Deposit Registration (MyDeposits)**
£66.00 per tenancy.
Covers registering the deposit, issuing the deposit certificate and prescribed information.
- **Inventory & Schedule of Condition**
Fee according to separate inventory price list (varies by property size and furnishings).
- **Accompanied Check-In**
£60.00 per tenancy.
Includes meeting the tenants at the property, confirming the inventory, explaining key systems, showing meter locations and testing alarms.

4. During-Tenancy Fees

- **Additional Property Visits**
£120.00 per visit.

Applies where extra inspections are requested beyond those included in your service level.
- **Rent Review Fee**
£60.00 per tenancy.
Covers market rent assessment, advice, negotiation with the tenant (where applicable), updating documentation and serving a Section 13 notice for periodic tenancies (where appropriate).
- **Right to Rent Follow-Up Check**
£25.00 per check.
For time-limited visa follow-ups where required by law.
- **Landlord Withdrawal During Tenancy** (where we manage)
£600.00 per tenancy.
Covers work involved in handing management back, including advising tenants, arranging deposit transfer and notifying utilities/council (where applicable).
- **Arrangement Fee for Works over £1,500.00** (Full Management only)
12% of net cost.
Covers arranging access, obtaining and reviewing quotes, overseeing works and checking completion.

Note: The **6% Continuing Tenancy Compliance Fee** is part of **Service Level 1** and is not a separate “renewal fee”.

5. End-of-Tenancy Fees

- **Check-Out Inspection & Report**
£250.00 per tenancy.
Attending the property at the end of the tenancy to prepare a check-out report comparing condition to the original inventory.
- **Tenancy Dispute Handling** (where we hold the deposit)
£250.00 per tenancy.
Covers preparing evidence and documentation and submitting the case to the deposit scheme’s dispute service, plus handling related correspondence.

- **Service of Statutory Possession Notices**
(for example, current Section 8 / Section 21 notices or their statutory equivalents in force at the time)
£180.00 per notice.
- **Court Attendance**
£150.00 per hour.
For attending court or tribunal on your behalf (where agreed).

6. Financial & Administrative Charges

- **Interest on Unpaid Fees**
3% above the Bank of England base rate from the due date until payment is received.
- **Contractor Commission** (for major/complex works)
Up to 12% of the contractor's invoice.
Applies where significant oversight and coordination is required.
- **Non-Resident Landlord HMRC Returns**
£60.00 per quarter.
Covers submitting quarterly returns and annual summary to HMRC under the Non-Resident Landlord Scheme.
- **Additional HMRC Reporting**
£120.00 per request.
For responding to specific HMRC or landlord queries beyond routine reporting.
- **Annual Income & Expenditure Schedule**
£120.00 per year.
Provides a year-end summary of rents received and expenditure paid.
- **Same-Day Landlord Payment**
£12.00 per payment.
For CHAPS or other same-day transfers requested outside our standard payment run.
- **Foreign Currency Payment**
£30.00 per payment.
For payments made in currencies other than GBP.

7. Other Charges

- **Arrangement Fee for Refurbishments over £1,500.00**
12% of net cost.

- **Additional Contractor Quotes Beyond Three** (Full Management only)
£12.00 per additional quote.
- **Vacant Property Management Visits**
£120.00 per visit.
For periodic visits to empty properties, frequency by agreement.
- **Management Take-Over of Ongoing Tenancy**
£1,200.00 per tenancy.
Covers taking over management from another agent or from self-management, including compliance checks, documentation review and deposit transfer.
- **Deposit Transfer / Re-Registration**
£66.00 per deposit.
For changes to deposit protection details during a tenancy, where we are asked to carry this out.

Client Money Protection: **Propertymark** – www.propertymark.co.uk

Independent Redress: **The Property Ombudsman (TPO)** – www.tpos.co.uk