



DECLARATION OF FEES AND SERVICES 2026

TENANT FIND FEES AND SERVICES

Set Up Fee (NEW LET)	60 % of the first months' rent or a minimum of £474.00 whichever the greatest (compulsory)
Rent Collection Fee	4% a minimum of £45.00 whichever the greatest (compulsory) Collection of rent from the tenant and funds distributed to all parties including the landlord and agency. This includes chasing rent arrears and administering any eviction process. The cost of evictions notices are at the cost of the landlord (optional)
Service Charge and Ground payment	0.5% + VAT for monthly payments and statements. One-off annual payments must be made by the owner (compulsory if applicable)
Overseas Rental Payment	£20.00 bank charge passed onto client (compulsory if applicable)
NRL Form	£90.00 to complete the form on client's behalf
In-House Local & Online Marketing	Included
Professional Photography & 2D Floorplan	£300.00 (if professional photography has not been carried out previously or if there has been a significant change to the property) (compulsory)
Management of Lettings	Full Management - 14% of Rent to include the following: <ul style="list-style-type: none"> - Rent Collection and Landlord Transfer - 4 inspections - Repairs and maintenance as per actual tradespersons invoices (up to £200 emergent repairs will be paid without awaiting Landlord approvals.
Applicant Qualifications	Comprehensive prospective applicant qualification (Included)
Accompanied Viewing	Accompanied viewings and client viewing feedback (Included)
Applicant Referencing	Extensive applicant referencing including right to rent checks (Included)
Tenancy Paperwork	Preparation of all tenancy paperwork including comprehensive and legally binding tenancy agreement (Included)
Tenant Move In Utility Notifications	Arrangement of tenancy move in and key handover (Included) £60.00 Utility and council notifications on change of tenancy via a third-party

LET ONLY PROPERTY	
Mid-Term Inspections	£60.00 per visit (recommended every four months) (opFonal)
Inventory Inspection & Report	£180.00 (optional)
Check Out Inspection & Report	£180.00 (optional)
Deposit Protection Administration	£144.00 <i>per annum (includes dispute resolution if applicable)</i> (optional)
Tenancy Renewal	Two Weeks rent subject to minimum of £550.00
Inspection of Vacant Property or during a Void Period	£72.00 (optional)
OTHER SERVICES	
S8 and S13 Notice	£72.00 for each notice served (optional)
Electrical Installation Condition Report	£198.00 arranged via 3 rd party sub-contractor (carried out on the anniversary unless instructed otherwise. This is to ensure compliance is adhered to)
Energy Performance Certificate	£120.00 arranged via 3 rd party sub-contractor (carried out prior to the start of the tenancy unless instructed otherwise. This is to ensure compliance is adhered to)
Gas Safety Certificate	£120.00 arranged via 3 rd party sub-contractor (carried out prior to the start of the tenancy unless instructed otherwise. This is to ensure compliance is adhered to)
CO Alarms	£96.00 arranged via 3 rd party sub-contractor (replaced and installed prior to the start of the tenancy if required. This is to ensure compliance is adhered to)
Legionella Risk Assessment	£144.00 arranged via 3 rd party sub-contractor <i>(optional)</i>
Key Cutting	£24.00 admin charge additional to the key cutting charge (charged if and when we cut keys for the property) (compulsory if a sufficient amount keys and fobs are not ready for move-in)
HMO or Selective License Application Admin Fee	£240.00 admin fee <i>(additional fees including the application fee applicable to the relevant council)</i> (optional)
Selective License	£180.00 (compulsory for every landlord in selected areas in the UK)

We can amend or change its services and fees with one full months' notice in writing.