

Standard Landlord fees and charges

Type of letting service	Cost % of rent level (inc. VAT currently 20%)
Let only- sole agency 6 months +	12%
Let only- multiple agency 6 months +	13%
Let only- short let under 6 months	18%
Let and management service- sole agency 6 months +	17%
Management only	To be confirmed and only by prior agreement

Costs to prepare a Tenancy Agreement	Let only - £ inc. VAT (currently 20%)	Let and Management - £ inc. VAT (currently 20%)
Tenancy agreement – AST, Non-Housing Act and Short Let	£300	£300
Renewal of one of the above- Tenancy Agreement or renewal memorandum	£180	£180
Deposit registration and transfer to DPS/TDS	£30	Included
Reference checks for tenants and guarantors, per application	£30	Charged at cost
Right to Rent check- per Tenant	£25	Included
Section 21, Form 6A Notice and Notice to Quit	£60	Included
Variation or Deed of Surrender of a Tenancy	TBC – subject to Landlord’s agreement and cost will vary depending on the circumstances	TBC – subject to Landlord’s agreement and cost will vary depending on the circumstances

CHARLOTTE DAY

PROPERTY

We can assist with arranging services and items required and provided by a third party, and the prices below are the additional cost for carrying this out, on top of the service/item cost. In some cases, these are included as part of the management service, and just the cost charged by the third party is applicable- this is listed as 'included'.

Service/ product	Let only - £ inc. VAT (currently 20%)	Let and Management - £ inc. VAT (currently 20%)
Arrange Gas Safety Certificate, Electrical Portable Appliances Test/ Electrical Installation Check, EPC, Inventory and schedule of condition report and Tenant check-in appointment	£30- per item/ visit	Included
Arranging all the above	£120	Included
Arrange installation of smoke and carbon monoxide alarms	£30	Included
Additional property visits	N/A	£90
Court or tribunal attendance	N/A	£90 per hour
Preparation of documentation for Court or adjudication for the DPS/TDS	N/A	£90 per hour
Processing insurance claims and attendance for this	N/A	£90 per hour
Quarterly return to HMRC for Non-Resident Landlord's	£120	£120
Withdrawal from an agreed let prior to the Tenant moving in	Reasonable expenses to be covered	Reasonable expenses to be covered