

Fees Information for Landlords and Tenants

Type	Fee payable to Agent	Payable by
Letting Only (preparing particulars, advertising, conducting viewings, reference and credit checks, preparing tenancy agreement)	£474 inclusive of VAT	Landlord
Letting & Management (as above plus management throughout tenancy)	12% inclusive of VAT of yearly rent	Landlord
Management Only (management during existing tenancy)	12% inclusive of VAT of current yearly rent	Landlord
Taking references and conducting credit checks with provision of legal eviction cover	£114 inclusive of VAT per tenancy/guarantor	Landlord
Energy Performance Certificate	£84 inclusive of VAT per property	Landlord
Gas safety check	£90 inclusive of VAT per property	Landlord
Preparation of tenancy agreement only (Landlord fee)	£234 inclusive of VAT per agreement	Landlord
Inventory preparation	£78 inclusive of VAT per property	Landlord
Deposit registration fee (protection of deposit in authorised scheme and service of prescribed information)	£42 inclusive of VAT	Landlord
Tenancy renewal fee (negotiating and documenting renewal) (Landlord fee)	£114 inclusive of VAT	Landlord
Renewal of legal eviction cover annually	£114 inclusive of VAT	Landlord
Permitted Payment – Loss of keys, security device	£15/hr inclusive of VAT for staff time (plus Cost of keys/security device)	Tenant
Permitted Payment – Early Termination/Surrender	£638 inclusive of VAT	Tenant
Permitted Payment – Change of Sharer/ Tenant	£164 inclusive of VAT	Tenant
Permitted Payment – Variation or Novation of Contract	£50.00 inclusive of VAT	Tenant
Application fees for Common Law Agreements – Company Lets, High Rent Agreements	£360 inclusive of VAT	Tenant

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