

Landlord & Tenant Fees

LANDLORDS

Commission

Rent Collection Service (tenancies 6 months or more) — payable in advance for the first 12 months or up to the first break clause, whichever is sooner **12% inc. VAT**

Renewals / Extensions (tenancies 6 months or more) **12% inc. VAT**

Full Property Management Service — additional charge, payable monthly in advance **6% inc. VAT**

Short Let Service (tenancies less than 6 months) — payable in advance **24% inc. VAT**

Renewals / Extensions (tenancies less than 6 months) **24% inc. VAT**

Minimum Fee (tenancies 6 months or more) **£600 inc. VAT**

Minimum Fee (tenancies less than 6 months) **£600 inc. VAT**

Administration Charges

New Tenancy Administration Fee **£300 inc. VAT**

Renewal Administration Fee **£180 inc. VAT**

Copy Statement **£60 inc. VAT**

Service of a Possession Notice **£120 inc. VAT**

Paperwork for Deposit Dispute **£120 inc. VAT**

Additional Property Management Charges

Additional Property Visits **£120 per visit**

Vacant Property Management — payable monthly **£120 inc. VAT**

Minimum Float Required for Every Managed Tenancy **£500**

Vacant Key Holding Fee **£60 inc. VAT**

Miscellaneous

Attendance at court — per hour **£120 inc. VAT**

TENANTS

From 1st June 2019, the only fees that a landlord or letting agent may charge their tenants upon commencing a contract are as follows:

Permitted Charges

- A deposit of no more than 5 weeks' rent, or 6 weeks' rent where the annual rent exceeds £50,000.
- A holding deposit of no more than one week's rent.
- Reasonable charges for lost keys or security fobs.
- Reasonable charges for breach of contract, including late payment of rent after 14 days.
- A charge of no more than £50.00 (inc. VAT) for a change of tenancy — such as adding a new tenant to the agreement — at the tenant's request.