

Let and Rent Collection Service	All fees Incl. VAT
Comprehensive Set Up Fee with 1st Year Rent Guarantee <ul style="list-style-type: none">• Full Market Appraisal• Advertising on all major Portals i.e. Rightmove, Zoopla etc.• Erect a board in accordance with the Town & Country Planning Act 1990• Advice and guidance on Refurbishment• Advice and guidance on Legal Compliance• Find a tenant within the Landlords Guidelines• Accompanied Viewings• Referencing for up to two tenants (ID Checks, right to rent check, financial credit checks, employment and previous landlord references)• Guarantor referencing if required• First 12 months' Rent Guarantee with nil excess• First 12 months' Legal Pack with up to £100,000.00 of cover• ARLA Tenancy Agreement• Advise on non-resident tax status and HMRC (if relevant)• Registration of Deposit with The Tenancy Deposit Scheme (TDS)• Advise Council & all relevant utility providers of any changes and supply meter readings• Deduct and remit any pre tenancy invoices Set Up Fee excluding Rent Guarantee <ul style="list-style-type: none">• As above excluding first 12 month's Rent Guarantee & Legal Pack	£495 +VAT Total: £594
Monthly Fee <ul style="list-style-type: none">• Collect and remit the rent within 3 working days of receipt and provide monthly statement• Pursuant of any non-payment of rent and provide advice on rent arrears action• Annual Rent Reviews• Organise Check Out, Return of Deposit that the landlord has agreed with the tenant, de-register the deposit with the TDS and provide closing meter readings to Utility companies. Inform Council of tenancy departure• Updated Compliance• Right to Rent follow up check in accordance with Immigration Acts 2014 - 2016• Periodic Inspection reminders to landlords• Gas Safety, EICR and EPC reminders to landlords• Issuing of Section 21 notice for possession• Issuing of Section 13 notice for rental increase• Multiple Property Landlord's discount available 0.5% - 2%	8% plus VAT Total: 9.6% of Monthly Rent

Please refer to our Terms & Conditions for full explanations of all our fees and services detailed above

CLIENT MONEY PROTECTION:
www.propertymark.co.uk



INDEPENDENT REDRESS:



Rent Collection - Additional Fees	All fees Incl. VAT
Inventory / Check In and Check out – Charges are dependent on number of bedrooms and whether furnished or unfurnished	Available on Request
Gas Safety Certificates	£118.80
EPC – Energy Performance Certificate	£108
Carbon Monoxide Alarm	£33.60
Renewal Contract – If a landlord wishes not to go onto the standard periodic term, then a new ARLA tenancy agreement will be drawn up and signed by both parties	£120
Annual Submission to HMRC applicable to all Non-Resident Landlords	£60
Non-Resident Landlords Quarterly Submissions to HMRC – This fee is only applied to landlords without exemption numbers	£30 quarterly
Proof of Ownership – Land Registry check if required	£18
Key Cutting	£12+Cost of keys
Additional Clauses – If a landlord wishes to add additional clauses to the contract	£30 per clause
Court attendance fees if not included in Legal Pack	£60 per hour
Dispute Fee – Should the landlord and tenant not be able to agree deductions and the landlord requests us to file a dispute with the TDS. This fee covers the preparation of evidence and application to The Dispute Service	£240
Additional Tenant referencing (when more than 2 tenants) – includes ID Checks, right to rent check, financial credit checks, employment, and previous landlord references	£120 per tenant
Landlord withdrawal Fees (before move-in) – Once a landlord has agreed in principle to let to tenants that have been sourced and then decide to withdraw, this fee is to cover the cost associated with the marketing, advertising, referencing and tenancy set-up	One week's rent
Landlord withdrawal Fees (after the tenancy has started) – where the tenant remains in the property	One month's rent
Additional HMRC reporting Fees - Responding to any specific queries	£60
Annual Rent and Expenditure Statements	£30
Selling Fee - Should the property be sold to our tenant or persons introduced by Harry Charles	1.2%
Sold property withdrawal fee - where a landlord sells a currently let property and the new owners do not continue our service, but the tenant remains	One month's rent
Rent Guarantee for subsequent years if purchased with comprehensive set-up fee	P.O.A.
Vacant property management – continuous management between lets	P.O.A.
Landlord Anti-money Laundering (AML) Sanctions check in line with OFSI, mandatory legal requirement from the 14 th of May 2025 with each new tenancy set up	£60 per landlord

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