

Landlord Fee Schedule – Let and Rent Collection Service

Effective: February 2026

ARLA Affiliated Agent

Contact: www.harrycharles.co.uk 01923 731313 info@harrycharles.co.uk

1. Comprehensive Tenancy Set-Up Fee (One-off)

Rentals under £2,500pcm - Total: £335 + VAT = £402

Rentals over £2,501pcm – Total: £385 + VAT = £462

Included Services:

- Full Market Appraisal
- Major Portal Advertising (Rightmove, Zoopla)
- To Let Board in line with Town and Country Planning Act 2007
- Legal Compliance & Refurbishment Advice
- Tenant Sourcing & Accompanied Viewings
- Referencing (2 tenants + guarantor if needed)
- ARLA compliant Tenancy Agreement
- Organise Inventory & Schedule of Condition for check in
- Notify Council / Utility Companies and Meter Reads
- Deduct / Remit Pre-Tenancy Invoices
- HMRC Advice for Non-Residents Landlords

2. Monthly Management Fee

Standard Rate 8% + VAT 9.6% of monthly rent

Multi-property Discount 0.5% – 2% available

Services Included in monthly fee:

- Dedicated Property Manager
- Rent Collection & Monthly Itemised Statements
- Section 13 Annual Rent Increase Notice Management Process
- Arrears Management
- Organise End of Tenancy Checkout
- Annual HMRC Rental Statement
- Compliance Updates (Right to Rent, Gas Safety, EPC, CO2 Alarm, EICR)
- Section 21 Notices

CLIENT MONEY PROTECTION:

www.propertymark.co.uk



INDEPENDENT REDRESS:



3. Additional Fees inclusive of VAT

A. Legal & Compliance

Service	Fee
Gas Safety Certificate (required annually)	£125
EPC (required every 10 years)	£110
Carbon Monoxide Alarm	£40
Legionella Risk Assessment	£120
EICR (Electrical – every 5 years) / PAT (Appliances)	POA dependent on property size
Non-Resident Annual HMRC Submission	£60
Non-Resident HMRC Quarterly Returns	£30 per quarter
Additional HMRC reporting fees if requested	£60
AML Sanctions Check	£60 per landlord or £80 couple

B. Tenancy & Deposit

Service	Fee
Deposit Registration (TDS)	£60
Deposit Renewal (TDS)	£25
Section 13 Rent Increase	£30
Additional Tenant Referencing (Per Tenant)	£120
Renewal Contract (non-periodic)	£120
Manage Dispute Submission to TDS for adjudication	£250
Additional Clauses (Per Clause)	£30
Land Registry Ownership Check	£18

C. Property Cancellation

Service	Fee
Management Takeover (Mid-Tenancy)	£390
Landlord Withdrawal (Pre-Tenancy)	One Week's Rent
Landlord Withdrawal (Post-Tenancy Start)	One Month's Rent
Sold Property Withdrawal	One Month's Rent
Selling to Tenant/Introduced Buyer	1.2% of Sale Price

D. Works, Sourcing, and Insurance

Service	Fee
Coordination & Oversight of contractors works	12% of invoice
Key Cutting	£12 + cost of keys
Additional/Accompanied Property Visit	£60 per visit
Court Attendance	£100 per hour
Furniture/Appliance Sourcing	12% of invoice
Insurance Claim Handling	12% of claim
Contractor Commission	12% of invoice

4. Optional Services

Service	Fee
Rent Guarantee and legal pack up to £100,000 cover (12-month, nil excess)	From £33 per month or £350 p.a. Depending on rental income
Vacant Property Management Service (Between Lets)	POA

Please refer to our Terms & Conditions for full explanations of all our fees and service