

## Landlord Fee Schedule – Tenant Find Service

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Effective: July 2025

ARLA Affiliated Agent

Contact: [www.harrycharles.co.uk](http://www.harrycharles.co.uk) 01923 731313 [info@harrycharles.co.uk](mailto:info@harrycharles.co.uk)

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

Total: one month's rent

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
- Rent, Gas Safety, EPC, CO2 alarm, EICR)

NB: It is the landlord's responsibility to register the deposit within 30 days of the start of the tenancy in a government approved deposit scheme.

CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)



INDEPENDENT REDRESS:



## 2. 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
AML Sanctions Check	£60 per landlord or £80 couple

### B. Tenancy & Deposit

Service	Fee
Additional Tenant Referencing (Per Tenant)	£120
Additional Clauses (Per Clause)	£30
Land Registry Ownership Check	£18

### C. Property Cancellation

Service	Fee
Landlord Withdrawal (Pre-Tenancy)	One Week's Rent

### D. Works, Sourcing, and Insurance

Service	Fee
Key Cutting	£12 + cost of keys
Furniture/Appliance Sourcing	12% of invoice
Insurance Claim Handling	12% of claim
Contractor Commission	12% of invoice

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