

Landlord fees and charges

Fees are expressed as a % of the total rent due under the tenancy. Letting fees are payable fully in advance, management fees are payable in line with the way the rent is due.

Minimum letting fee is £1,200.00

VAT is included @ 20%, where applicable

Letting service (initial tenancies over six months)

Advise on market rent; advise on refurbishment; provide guidance on safety and legal issues; market the property on certain websites; erect a board; introduce an applicant; carry out accompanied viewings; collect and remit rent received; hold deposit as stakeholders, advise on tax status; deduct commission; advise on non-payment of rent; make any HMRC deductions due; serve Section 21 Notice or Notice to Quit.

12%

Short let service (initial tenancies under six months)

As letting service above, all rent to be paid in advance.

21.6%

Renewal letting service

Contact parties; advise on rent; negotiate any changes. Renewal fees are due in advance for the length of any renewal, extension or holding over of the tenancy.

Same % as service selected above

Management service

In addition to the letting or short let service above, advise utility providers and local authority of changes; carry out routine property visits twice per annum and notify landlord of outcome; arrange routine repairs and renewal of safety records; obtain estimates; re-check tenants right to rent; hold keys; arrange check-out appointment; negotiate any claim against deposit; distribute deposit as agreed between parties; remit landlord dispute to TDS for adjudication.

Short let 8.4%
Long let 6%

Letting and management service

Our letting and management service commission is payable for the entire length of the tenancy at the same frequency as rents are due and where possible deducted from rents received.

16.8%

Pre let service (charged as a % of net invoiced works)

Instruct works on your behalf before a tenancy starts to prepare the property for letting.

12.0%

Caretaking service (charged per property visit)

Visit untenanted property as often as agreed; advise of any obvious works or repairs necessary.

£120.00

Rent and legal protection fee

Contractual rent is £3,000 per month or less

£45.00

Contractual rent is between £3,001-£4,000 per month

£120.00

Contractual rent is between £4,001-£5,000 per month

£150.00

Additional or optional charges

– AST initial tenancy agreement, per tenancy (to include all tenant and guarantor reference checks and initial right to rent checks)

£450.00

– Non-AST initial tenancy agreement (excluding referencing and right to rent checks), per party

£300.00

– Renewal AST tenancy agreement, per tenancy	£300.00
– Renewal non-AST tenancy agreement, per party	£300.00
– Periodic tenancy administration charge (one-off charge)	£120.00
– Addendum or memorandum	£120.00
– Abortive letting administration fee	£600.00
– Initial reference (to inc. initial right to rent checks), per tenant, guarantor or company	£66.00
– Renewing right to rent check (non-managed), per person	£42.00
– AML check (per initial tenant, guarantor or company beneficial owner, to be paid by the Landlord)	£10.00
– Land Registry check	£7.00
– TDS deposit protection administration charge (first 12 months)	£60.00
– TDS deposit protection administration charge per annum, after first 12 months	£30.00
– Zero Deposit protection administration charge (first 12 months)	£60.00
– Zero Deposit protection administration per annum, after first 12 months)	£30.00
– Preparing deposit claim for TDS adjudication (non-managed)	£240.00
– HMO Licence Application (Preparation and submission of an HMO Licence, per property)	£540.00
– Preparing inventory listing and check-in	
– 1-3 bedrooms	£185.00
– 4-5 bedroom	£245.00
– 6+ bedrooms	price on application
– Gas Certificate arrangement fee	£42.00*
– Electrical Installation Condition Report arrangement fee	£42.00*
– Energy Performance Certificate arrangement fee (mid-tenancy only) *plus cost of certificate or report, which is a third-party charge tbc upon application	£42.00*
– Key cutting, per set excluding cost of keys (management service only)	£30.00
– Security key cutting or obtaining security devices per hour (excluding cost of keys or device)	£30.00
– Additional property visits (per visit)	£120.00
– Waiting at properties (for deliveries, contractors, etc) per hour (subject to two hour minimum)	£60.00
– Supervision of works which exceed £1,200 (combined), as a % of net invoiced cost	12.0%
– Referral fee paid to agent from any contractor/supplier instructed on landlord's behalf, as a % of total invoice	12.0% - 20.0%
– Tax administration, (non-UK residents) per quarter	£90.00
– Copy statements, per copy	£12.00
– Copy statements, per annual tax period	£96.00
– Income and expenditure report, per report	£120.00
– Court attendance half day or part thereof (plus cost incurred as a result of our attendance)	£480.00
– Applying for consent to let (excluding any charges imposed by other party)	£60.00

***Kinleigh Folkard & Hayward are members of The Property Ombudsman Scheme and the Propertymark Client Money Protection (CMP) Scheme.**