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Fees Inform and Tenants

Service¹	Agent	Fee payable to Third Party (if applicable)	Payable by
Letting Only (preparing particulars, advertising, conducting viewings, reference and credit checks, preparing tenancy agreement)	of VAT) of first	N/A	Landlord
Letting & Deposit Holding (as above plus holding and protecting tenancy deposit)	of VAT) of first	N/A	Landlord
Letting & Rent Collection (as above plus collection of monthly rent)	of VAT) of first	N/A	Landlord
Letting & Management (as above plus management throughout tenancy)	of VAT) of first	N/A	Landlord
Management Only (management during existing tenancy)	of VAT (VAT) of	N/A	Landlord
Marketing (preparing particulars and advertising the property)	of VAT) for up	N/A	Landlord

¹ List to be edited as required.

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	to ad		
Conducting viewings	£< (£< vie	N/A	Landlord
Taking references and conducting credit checks	£< (£< ten	N/A	Landlord
Energy Performance Certificate	£< (£< pro	£<< >> (inclusive of VAT) per property	Landlord
Gas safety check	£< (£< pro	From £<< >> to £<< >> (inclusive of VAT) per property (depending on size)	Landlord
Electrical safety check	£< (£< pro	From £<< >> to £<< >> (inclusive of VAT) per property (depending on size)	Landlord
Fire doors safety check	£< (£< pro	From £<< >> to £<< >> (inclusive of VAT) per property (depending on size)	Landlord
Preparation of tenancy agreement (Landlord fee)	£< (£< ag	£<< >> (inclusive of VAT) per agreement	Landlord
Inventory preparation	£< (£<	£<< >> (inclusive of VAT) per property	Landlord

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Inventory check-in	VAT per	£<< >> (inclusive of VAT) per property	Landlord
Inventory check-out	VAT per	£<< >> (inclusive of VAT) per property	Landlord
Holding Deposit (to secure a rental; capped at one weeks' rent which must be refunded to the tenant within 7 days of the parties entering into a tenancy agreement, or which may be applied to the first instalment of rent/security deposit [subject to the consent of the payee] ²)	VAT per	N/A	Tenant
Deposit registration fee (protection of deposit in authorised scheme and service of prescribed information)	VAT	N/A	Landlord
Additional inspections (in addition to routine inspections under Management service)	VAT visit	N/A	Landlord
Tenancy renewal fee (negotiating and documenting renewal) (Landlord fee)	VAT	£<< >> (inclusive of VAT)	Landlord
Professional cleaning	VAT	From £<< >> to £<< >> (inclusive of VAT) per property (depending on size)	Landlord

² The Tenant Fees Act 2019 (which affects England only) requires the holding deposit can be applied to the first instalment of rent or towards any permitted security deposit. There is no requirement for the holding deposit being applied to the rent or security deposit under the Renting Homes (Fees etc.) (Wales) Act 2019.

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Default Fee for lost key or security of property (as stated in the tenancy agreement)	>> inclusive of VAT >> plus VAT)	£<< >> (inclusive of VAT)	Tenant
Interest for late payment of rent which is more than 14 days or more overdue (as stated in the tenancy agreement)	of 3% above the Bank of England base rate.		Tenant
<<Insert any additional services (if permitted) or additional payments (if permitted) that these must be permitted payments)>>	>> inclusive of VAT >> plus VAT) per cent][property]		[Landlord][Tenant]

Other Information for Landlords and Tenants

[<<Agency name>> is a member of a client money protection scheme. The name and address of the client money protection scheme is [<<Insert name and address of client money protection scheme>>].]

[<<Agency name>> is a member of a redress scheme for dealing with complaints. The name of the redress scheme is [The Property Ombudsman] [Ombudsman Services: Property Redress Scheme].]

³ If the Property is in England, the default fees to be charged are the actual costs of the costs incurred to replace a lost key or security of property, as evidenced by an invoice or receipt.

⁴ If the Property is in England, you can only charge interest if the rent is more than 7 days late.

reasonable costs incurred by the Landlord. If the Property is in Wales, these are the actual costs of the costs incurred to replace a lost key or security of property. Both require the Landlord providing evidence of the costs incurred as evidenced by an invoice or receipt.

more than 14 days late (Tenant Fees Act 2019). If the Property is in Wales, you can only charge interest if the rent is more than 7 days late (Prescribed Limits of Default Payments) (Wales) Regulations 2020).