

# Landlords' Guide to Services and Fees

We are committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask a member of our team.

Letters of Distinction is a member of and covered by the RICS Client Money Protection Scheme. Letters of Distinction is also a member of a redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk)

| Description of Fee  | Net (exclusive VAT)             | Gross (inclusive VAT)           |
|---|---------------------------------|---------------------------------|
| <b>Full Management (FM)</b><br>Subject to a £600 (£720 Inc VAT) minimum fee per tenancy per year  | 13% of monthly rent             | 15.6% of monthly rent           |
| <b>Standard Letting Service (SLS)</b><br>Subject to a £600 (£720 Inc VAT) minimum fee per tenancy per year  | 10% of monthly rent             | 12% of monthly rent             |
| <b>Marketing Only Service (MOS)</b><br>Subject to a £400 (£480 Inc VAT) minimum fee   | Half of one months rent + VAT   |                                 |
| <b>Rent and Legal Protection insurance (FM/SLS)</b>   | 2.88% exc IPT of monthly rental | 3.23% exc IPT of monthly rental |
| <b>Deposit/Deposit Replacement Service (FM/SLS)</b>   | £3.33pcm                        | £4pcm                           |
| <b>Referencing Fee</b> (inc verification of details, credit check, employer, landlord and accountant reference [If available])  | £20.83                          | £25                             |
| <b>Tenancy Agreement</b><br>(drafting and execution of document if supplied by us)  | £250                            | £300                            |
| <b>Tenancy Extension/Renewal Service fee</b><br>(drafting and execution of document if supplied by us)  | £125                            | £150                            |
| <b>Exclusive Tax Service (FM/SLS)</b>   | £65                             | £78                             |
| <b>Property Preparation Service</b>   | Subject to Quotation            |                                 |
| <b>Attending Legal Proceedings</b> (Per Hour plus travel)   | £200                            | £240                            |
| <b>Arranging non routine maintenance as required</b><br>(management and instruction of contractor works)  | 10% of the net invoice          | 12% of the net invoice          |
| <b>Additional Property Visits</b>   | £55 per visit                   | £66 per visit                   |
| <b>Deposit Transfer/Mid Term Transfer</b>   | £100                            | £120                            |
| <b>Additional Annual HMRC Reporting</b>   | £15                             | £18                             |
| <b>Landlord Regulation Checks</b> Includes; HMO Licence monitoring, Deposit/Deposit Replacement Service, Service of Notices, Legislative Horizon Scanning, Checking Smoke and CO Alarms at commencement of tenancy. | £9.50pcm                        | £11.40pcm                       |
| <b>HMO Licence Application</b> (excludes cost of licence and any risk assessmet or other documentation required to grant the licence)   | £200                            | £240                            |
| <b>Right to Rent Re-Checks</b>  | £100                            | £120                            |
| <b>Formulating Deposit Adjudication Claim</b>   | £200                            | £240                            |
| <b>Inventory Preparation</b> Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation  | £50 min / £500 max              | £60 min / £600 max              |
| <b>Inventory Check In</b> Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation   | £50 min / £500 max              | £60 min / £600 max              |
| <b>Inventory Check Out</b> Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation  | £50 min / £500 max              | £60 min / £600 max              |
| <b>Energy Performance Certificate fee</b>   | Subject to Quotation            |                                 |
| <b>Gas Safety Record fee</b>  | Subject to Quotation            |                                 |
| <b>Portable Appliance Test fee</b>  | Subject to Quotation            |                                 |
| <b>Periodic Electrical Inspection fee</b>   | Subject to Quotation            |                                 |
| <b>Legionella Risk Assessment fee</b>   | Subject to Quotation            |                                 |