

A guide to Landlord Fees and Service Levels

FULL MANAGEMENT SERVICE		
	Cost (excluding VAT)	Cost (including VAT)
Initial let fee A one-off fee, payable on the day the tenant moves in. This covers the cost of; marketing the property, finding a suitable tenant, carrying out appropriate checks and referencing, preparing documentation for move-in, deposit registration.	50% of the first months rent subject to a minimum fee of £300.00	60% of the first months rent subject to a minimum fee of £360.00
Management Fee A recurring cost for the management of the property which includes; collecting rent, chasing arrears, providing monthly statements, ensuring compliance, management of maintenance and repairs.	10% of all rent collected	12% of all rent collected
ADDITIONAL COSTS (where required)		
Inventory Fee:		
1 Bedroom	£100.00	£120.00
2 Bedroom	£110.00	£132.00
3 Bedroom	£125.00	£150.00
4 Bedroom+	£150.00	£180.00
Energy Performance Certificate	£65.00	£78.00
Additional Property Inspections (2 per year included)	£40.00	£48.00
Rent Guarantee Cover (12 months):		
Standard Rent Guarantee (one months excess)	£100.00	£120.00
Nil Excess Rent Guarantee (nil excess)	£125.00	£150.00
Vacant Possession Rent Guarantee (nil excess + two months vacant rent while property is re-advertised)	£150.00	£180.00
Overseeing of Major Works (over £2,000)	5% of total works cost	6% of total works cost
Sale of Property to Tenant	1%	1.2%
Sale of Property to Third Party	1%	1.2%
Renewal of Tenancy:		
Same Tenant	£90.00	£108.00
New Tenant	As initial let fee	As Initial let fee
Duplicate Statements	£10.00	£12.00
Court Attendance	£125.00	£150.00
Key Cutting	£10 + cost of cutting	£12 + cost of cutting
Clearing Debt on Prepayment Meters	£50 + cost of debt	£60 + cost of debt
Gas Safety Certificate	Subject to quotation	Subject to quotation
PAT Testing	Subject to quotation	Subject to quotation
Legionella Risk Assessment	Subject to quotation	Subject to quotation
Periodic Electrical Inspection	Subject to quotation	Subject to quotation

We are aware that many agent's charge additional fees for the following, all of which are included in our Full Management Service:

Deposit registration, uplift on contractors bills, check-in/check-out, deposit dispute resolution and release, rent reviews, service of legal notices, utility notifications.

INTRODUCTION ONLY SERVICE		
	Cost (excluding VAT)	Cost (including VAT)
Initial let fee A one-off fee, payable on the day the tenant moves in. This covers the cost of; marketing the property, finding a suitable tenant, carrying out appropriate checks and referencing, preparing documentation for move-in, deposit registration.	70% of the first months rent subject to a minimum fee of £400.00	84% of the first months rent subject to a minimum fee of £480.00
ADDITIONAL COSTS (where required)		
Inventory Fee:		
1 Bedroom	£100.00	£120.00
2 Bedroom	£110.00	£132.00
3 Bedroom	£125.00	£150.00
4 Bedroom+	£150.00	£180.00
Energy Performance Certificate	£65.00	£78.00
Rent Guarantee Cover (12 months):		
Standard Rent Guarantee (one months excess)	£100.00	£120.00
Nil Excess Rent Guarantee (nil excess)	£125.00	£150.00
Vacant Possession Rent Guarantee (nil excess + two months vacant rent while property is re-advertised)	£150.00	£180.00
Sale of Property to Tenant	1%	1.2%
Sale of Property to Third Party	1%	1.2%
Renewal of Tenancy:		
Same Tenant	£90.00	£108.00
New Tenant	As initial let fee	As Initial let fee
Key Cutting	£10 + cost of cutting	£12 + cost of cutting
Clearing Debt on Prepayment Meters	£50 + cost of debt	£60 + cost of debt
Gas Safety Certificate	Subject to quotation	Subject to quotation
PAT Testing	Subject to quotation	Subject to quotation
Legionella Risk Assessment	Subject to quotation	Subject to quotation
Periodic Electrical Inspection	Subject to quotation	Subject to quotation

We are aware that many agent's charge additional fees for the following, all of which are included in our Introduction Only Service:

Deposit registration and release, utility notifications, tenancy documentation.

Scott Sheen & Partners is a member of and covered by the RICS Client Money Protection Scheme. Redress provided by The Property Ombudsman (TPO)

*Fees correct at June 1st 2019, we reserve the right to alter these without prior notice



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