

**Landlords Charges (incl. VAT)**

Description	Ultimate Tenancy Management	Essential Tenancy Management	Basic Letting
Agree the market rent	✓	✓	✓
Marketing the property including Property Portals, Social Media, preparation of a brochure and photographs	✓	✓	✓
Accompany Viewings where required	✓	✓	£395
Carry Out Negotiations with Prospective Tenants	✓	✓	✓
Referencing of Tenant(s) and Guarantors	✓	✓	£220p/ten
Tenancy Creation including producing tenancy agreement, completion of paperwork and administration	£660	£660	12% of 12 months rent
Collect first month's rent	✓	✓	✓
Take and Register Deposit, Provide Tenant with Certificate	✓	✓	X
How to Rent Leaflet served to tenant	✓	✓	✓
Immigration Checks at the start of tenancy	✓	✓	✓
Set up Monthly Standing Order for payment of rent	✓	✓	✓
Collect Rents monthly, accounting and send monthly statement	✓	✓	X
Check-out Fees	£55	£99	£150
Make two telephone calls and 2 letters for any rent arrears	✓	✓	£100
Minor property maintenance issues	✓	✓	X
Service of Notices including S8, S13 and S21 per notice	✓	✓	£120
Notify relevant Utility suppliers of change of Tenant per utility	✓	✓	£36
Negotiation of deductions from deposit	✓	✓	£300
Rent arrears per additional Letter	✓	✓	£30
Property Inspections	✓	£99	£99
Legionnaires Risk Assessment	✓	£120	£120
Provision of a statement showing gross income and expenditure for the year	✓	£25	£25
Administration for the provision of NRL gross annual income and expenditure statement to HMRC	✓	£36	£36
Additional Property Visits	✓	£99	£99
Supply of Comprehensive Inventory/Schedule of Condition	From £70	From £135	From £135
Tax Retention & completion of documentation for HMRC p/qtr	£84	£84	£84
Attendance of Court/Tribunal – Day or part thereof	£180	£180	£180
Wait at property for a landlord appointed contractor following an arranged appointment per hour or part thereof	£75	£75	£75
Withdrawal from entering into a tenancy having instructed Parson lettings to proceed - Administration Fee	£300	£300	£300
Renewal Tenancy Agreement	✓	£150	£150
Monthly Management Fee	(15% net)18%	(12% net)14.4%	
Legislation Workshop	✓	£399	£399
121 Discovery Workshop for Buy To Let Property	✓	£356	£356

Preparation of Assured Shorthold Tenancy only £150

Energy Performance Certificate £120

Remedial Fee for works over £500-10% of cost works. For arranging access and assessing costs with contractor. Ensuring work has been carried out in accordance with the specification of works. Retaining any warranty or guarantee as a result of any works.

**NO REFERENCING FEES WITH OUR MANAGED SERVICE**

**ALL CHARGES ARE INCLUSIVE OF VAT**