

## 1. Lettings and Property Management Fees

**VAT:** Please note that our charges include VAT at the prevailing rate (currently 20%)

**IMPORTANT:** The below fees may increase in respect of subsequent tenancy agreements

	Fully Managed	Rent Collection	Let Only
<b>Upfront fee</b> (includes all standard marketing & drafting of Tenancy Agreements)	£420.00	£420.00	£600.00
<b>Monthly percentage fee for managed services</b>	12% of rent	7% of rent	n/a
<b>ID Checks</b> on each Landlord	£10.00 per person	£10.00 per person	£10.00 per person
<b>Copies of Title Register</b>	£4.00	£4.00	£4.00
<b>Tenant Referencing</b> (note: there is no charge if Rent Loss and Legal Protection is taken)	£22.00 per person	£22.00 per person	£22.00 per person
<b>Right to Rent Checks</b>	Included	Included	Included
<b>Professional Photography &amp; Video</b>	£120.00	£120.00	£120.00
<b>Rent Loss &amp; Legal Costs Protection</b> (includes referencing)	3.5% of monthly rental	3.5% of monthly rental	n/a
<b>Legal Protection Only</b>	£40 per referenced person	£40 per referenced person	
<b>Check in - Inventory Preparation</b> (opt out policy applies)			
1-2 bed unfurnished	£200.00	£200.00	£200.00
1-2 bed furnished	£225.00	£225.00	£225.00
3-4 bed unfurnished	£250.00	£250.00	£250.00
3-4 bed furnished	£275.00	£275.00	£275.00
4 bed & above unfurnished	£300.00	£300.00	£300.00
4 bed & above furnished	£350.00	£350.00	£350.00
<b>Check out – Inventory Inspection</b>	included	£120.00	n/a
<b>Property Inspections</b> Bi-annually	included (£30 per additional visit)	£30 per visit (when requested)	n/a
<b>Meter readings</b>	Included in bi-annual inspections. Additional readings: £30 per visit	£30 per visit	n/a
<b>Deposit</b> Registration of the deposit	Included	£120.00	£120.00
Reposit registration	Included	Included	Included
<b>Energy Performance Certificate</b>	£118.80	£118.80	£118.80
<b>Health &amp; Safety Administration</b> <b>(excluding cost of contractor)</b>			
Landlord Gas Safety Certification	Included	£30.00	n/a
Landlord Electrical Certification	Included	£30.00	n/a
Smoke & Carbon Monoxide Alarms	Included	£30.00	n/a
Legionella Risk Assessment	Included	£30.00	n/a

<b>Provision of Notices</b>			
Notices to end a tenancy [Section 8 notice]	£120.00	£120.00	£120.00
Rent Increase section 13 (4a) notice	£120.00	£120.00	£120.00
Other Notices or documents that are served by us on the Landlord's behalf under the Renters Right Act 2025 or any other legislation	£120.00	£120.00	£120.00
Preparation and Attendance to court or First Tier Tribunal	£250 per day	£250 per day	£250 per day
<b>Accounting Charges</b>			
Providing monthly statement by post	£3.00	£3.00	n/a
Duplicate Statements (per statement)	£1.00	£1.00	n/a
Annual Tax Statement	£20.00	£20.00	n/a
International Bank Transfer	£60.00	£60.00	£60.00
Overseas Landlord Management without an exemption certificate (charged quarterly)	£50.00	£50.00	n/a
<b>Maintenance</b>			
Oversee major works or refurbishments. Please <u>note</u> - we are not qualified or trained project managers.	12% of the cost of the final invoice	n/a	n/a
Additional keys (excluding cost of the keys)	£15.00	£15.00	£15.00
Visit by a contractor that requires us to be in attendance	£30 per hour	£30 per hour	n/a
Maintenance Administration fee for contractors	5%	5%	5%
Emergency call out & relevant administration (2 calls included)	£30.00	n/a	n/a
<b>Withdrawal fees</b>			
If property particulars are prepared	£200.00	£200.00	£200.00
If currently marketed	£250.00	£250.00	£250.00
Following a let agreed though before tenancies are completed	Reservation fee	Reservation fee	Reservation fee
<b>HMO (Houses in Multiple Occupation) / Selective licensing</b>			
Administration of a licence application	£300.00	£300.00	n/a
Fire Risk Assessment:			
up to 4 Bedrooms	£100.00	£100.00	n/a
5 - 10 bedrooms	£150.00	£150.00	n/a
10 & above bedrooms	£200.00	£200.00	n/a
Fire Alarm Maintenance/testing per visit	£30.00	£30.00	n/a
Emergency Lighting Annual Maintenance	£30.00	£30.00	n/a
Fire Extinguisher Annual Maintenance	£30.00	£30.00	n/a
Fire Door Annual Inspection	£30.00	£30.00	n/a

**Emsleys Lettings and Property Management**

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