

Information for Landlords

What fees can I expect to pay when I let a property?



All fees shown are including VAT at 20% unless stated otherwise

Schedule of Services

Tenant Introduction Service	1 Months' Rent INC VAT (deducted up front)
Rent Managed Service	10.5% + VAT (12.6%) of the gross rent payable
Full Management Service	13% + VAT (15.6%) of the gross rent payable

Please Note: All fees apply for the full duration of the tenant's occupancy of the property on all services.

Pre-Tenancy Preparation

Initial Tenancy Set Up Fee (Includes Initial Tenancy Agreement, Tenant Reference Reports, Land Registry Search and Tenant Right to Rent Checks.)	£520 per tenancy (payable in advance of references being submitted)
Using Your own Agreement, and or checking and making any alteration requested by Your solicitor to Our standard Tenancy Agreement	£150 per hour or part of hour
Change of Sharer Administration Fee	£520 per occupant

Additional fees which may be applicable to some landlords

Deposit Registration Fee	£7 per month for managed and rent managed clients (N/A for Introduction)
Serving Section 8	£300 per property (inclusive if tenancy has the Agents Rent Protection and Legal Expenses Cover)
Section 13	£300 for Prepare and Serve
Prepare Assured Periodic Agreement (Current Rentals Only)	£300.00 per agreement
Check in Inventory and Check out	On applications (Price can vary depending on contractor)
Check in and Check out (No inventory conducted)	On applications (Price can vary depending on contractor)

Accounting and Property Management

Annual income and expense statement	£66 per statement
Court hearing attendance on your behalf	£180 per hour (Managed Only)
Arrears Letter	£24 per letter (if fees remain unpaid for 30 days or more a charge will be added for each letter sent)
Non-Resident Landlord Accounting	£108 per quarter for tax retention and completion of the documentation required by the Centre for Non-Residents HMRC
Quarterly Income and expenditure report	£30 per quarter
Reference Rechecking	£60 per person referenced (through third party reference company)
Right to Rent Rechecking	£84
Electrical Inspection Condition Report	£360 for up to 4 bedrooms with a singular fuse box. POA for properties with 5 bedrooms or more, or properties with multiple fuse boxes.
Amendment of Tenancy	£120
Tenancy transfer fee - Change of owner	£300
Property Visit Fee	£150 (per visit)
Attendance Fee	£65 (per hour)
Mould Monitoring Device	£30 Installation + £30 per month monitoring subscription
Smoke Alarm – Supply and fit	£72
Carbon Monoxide Alarm – Supply and fit	£72
Gas Safety	£120
Gas Safety & Boiler Servicing	£168
Energy Performance Certificate	£122.50

Rent Protection and Legal Expenses

To help safeguard your rental income and provide additional peace of mind, we recommend that you consider a Rent Guarantee & Legal Expenses policy. The costs below are taken monthly and are based on the monthly rental amount.

Up to £1500pcm 4%	£1501 to £2000pcm 3.5%	£2001 to £2500pcm 3.0%
£2501 to £3000pcm 2.5%	£3001 to £5000pcm 2.0%	Above £5000pcm Price on Application

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Hawes & Co

Service Feature	Fully Managed	Rent Managed	Tenant Introduction
Provide a free valuation and recommendations to maximise income	✓	✓	✓
Prepare full colour property details with internal and external images	✓	✓	✓
Advertising your property on our website and major property portals	✓	✓	✓
Accompanied viewings	✓	✓	✓
Full tenant referencing including Right to Rent, detailed credit, employment and previous landlord reference checks	✓	✓	✓
Advice on issues of compliance	✓	✓	✓
Collect first month (cleared funds) rent in advance	✓	✓	✓
Collection of Security Deposit in accordance with the government approved deposit Protection Scheme	✓	✓	
Rent Management	✓	✓	
Payment by BACS once cleared funds are received from tenant avoiding delays	✓	✓	
Provide details HMRC compliant monthly statements	✓	✓	
Annual compliance check & Section 13 offering	✓	✓	
Auto opt in rent protection	✓	✓	
Arrange annual gas safety check and boiler service	✓		
Arrange EICR	✓		
Arrange and manage all repairs, maintenance, remedial and emergency work through our approved panel of contractors	✓		
Conduct periodic property inspections when required and provide condition report	✓		
Right to Rent re-qualification	✓		
Arrange end of tenancy checkout liase with LL on dilapidations	✓		
Represent landlords where a deposit dispute is raised	✓		
Out of hours maintenance service	✓		