

Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: £594 (inc. VAT)	Fully Managed Essential: £474 (inc. VAT) + 12% of monthly rent	Fully Managed VIP: £474 (inc. VAT) + 18% of monthly rent
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find service including referencing and set up of tenancy	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the first months' rent	✓	✓	✓
Advise all relevant utility providers of any changes		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Arrange routine repairs and instruct approved contractors (providing three quotes)		✓	✓
Hold keys securely throughout the tenancy term		✓	✓
24/7 help line		✓	✓
Ongoing rent collection		✓	✓



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Fully Managed
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Fully Managed VIP:
£474 (inc. VAT) +
18% of monthly rent

Premium marketing package including videos, social media, floor plan, premium listing and featured listing



Annual potfolio review with a Director



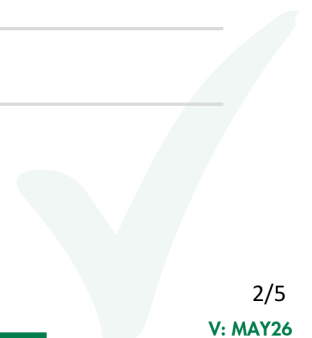
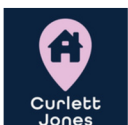
All access seminar pass



Price freeze for 3 years



Buy to let advisory service



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC): By Invoice from Contractor
- Gas Safety Certificate (GSR):By Invoice from Contractor
- Electrical Installation Condition Report (EICR): By Invoice from Contractor
- Portable Appliance Testing (PAT): By Invoice from Contractor
- Legionella Risk Assessment: By Invoice from Contractor
- Installing Smoke alarms and Carbon Monoxide: By Invoice from Contractor
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy: By Invoice from Contractor
- Handling local authority licensing application £90 (inc. VAT) per tenancy. £180 (inc. VAT) for HMOs.
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy £180 (inc. VAT) per tenancy

START OF TENANCY FEES

Set-up Fees: £474-£594 (inc. VAT) per tenancy. Referencing for up to two tenants (ID and Sanctions checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Deposit Registration Fees (where collected): £60 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date. £120 (inc. VAT) for deposit return process including dispute.

Inventory / Schedule of Condition Fees: £180 (inc. VAT) per tenancy (see separate document). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings.

Accompanied Check-in Fees: £180 (inc. VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): £474 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

CLIENT MONEY PROTECTION:



www.propertymark.co.uk



INDEPENDENT REDRESS:



www.tpos.co.uk/



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

Additional Property Visits: £180 (inc. VAT) per visit.
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £60 (inc. VAT) per tenancy.
Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Variations to Contract Fees: from £90 (inc. VAT) per tenancy.
Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies from 1 May 2026.

Landlord Withdrawal Fees (during tenancy): £474 (inc. VAT) per tenancy.
To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-Find service.

Cancellation of Management Admin Fee: One and half month's rent plus VAT

For Tenant Find properties only: Arrangement Fees for refurbishments, 12% of net cost (inc. VAT). Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

END OF TENANCY FEES

Check-out Fees: £180 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Deposit Dispute Fee: £120 (inc. VAT) per tenancy. The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute.

Fees for the service of Legal Notices: £90 (inc. VAT) per Notice.

Court Attendance Fees: £150 (inc. VAT) per hour, starting from the point of entry into the court building.

Bailiff Attendance Fees: £150 (inc. VAT) per hour

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

OTHER FEES AND CHARGES

Vacant Property Management Fees: £96 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: Price Dependent upon Assessment. Minimum fee £474 (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under 'Set-up Fees' above, receiving and protecting the tenancy deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: £120 (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Furniture Packs: Price available upon request.

Rent Guarantee and Legal Expense Cover: Price available upon request.

Administration of Rent Guarantee Claim: £150 (inc. VAT)

Additional Requests Charged at an Hourly Rate: £96 (inc. VAT) per hour

Buy to Let Advisory Service: £180 (inc. VAT)

Property Acquisition Service: 2% +VAT of purchase price

Statutory Declaration Fee: £72 (inc. VAT)

Key Cutting: £14.40 (inc. VAT) per key

Obtaining Proof of Ownership: £36 (inc. VAT)

Empty Property Management: £144 (inc. VAT) per calendar month plus £300 float

Re-issuing/Amending Contracts: £60 (inc. VAT)

Administration of NRL Tax Returns: £216 (inc. VAT)

Fire Risk Assessment: By Invoice from Contractor

Emergency Lighting Certificate: By Invoice from Contractor

Property Sourcing Fee: 2% +VAT of purchase price

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