



**RESIDENTIAL  
LETTINGS**  
OUR FEES

## LANDLORD NEW LET FEES

### Fully Managed Platinum Service

Commission	12% of rent achieved + VAT
Tenancy Agreement	Included
Referencing & Administration	Included
Inventory / Schedule of condition	Included
Deposit Registration (TDS)	Included
Renewals	Included
Check Out Report	Included
Admin Fee for gas safety, EICR, PAT Tests	Included

### Fully Managed Premier Service

Commission	10% of rent achieved + VAT
Tenancy Agreement Fee	£75.00 + VAT (£90.00)
Referencing & Admin	Included
Inventory / Schedule of condition	Variable dependant on property size (number of bedrooms / Furnishings)
Deposit Registration Fee (TDS)	£30.00 + VAT (£36.00)
Gas Safety Certificate	£77.50 + VAT (£93.00)
EPC Certificate	£60.00 + VAT (£72.00)

### Fully Managed Service

Commission	8% of rent achieved + VAT
Tenancy Agreement Fee	£75.00 + VAT (£90.00)
Referencing & Admin Fee from	£150.00 + VAT (£180.00)
Inventory / Schedule of condition	Variable dependant on property size (number of bedrooms / Furnishings)
Deposit Registration Fee (TDS)	£30.00 + VAT (£36.00)
Gas Safety Certificate	£77.50 + VAT (£93.00)
EPC Certificate	£60.00 + VAT (£72.00)

### Rent collect Service

Commission	6% of rent achieved + VAT
Tenancy Agreement Fee	£75.00 + VAT (£90.00)
Referencing & Admin Fee from	£150.00 + VAT ( £180.00)
Inventory Fees	Variable dependant on property size (number of bedrooms)
Deposit Registration Fee (TDS)	£30.00 + VAT (£36.00)

### Tenant Introduction Service

Commission	2 Weeks rent + VAT
Tenancy Agreement Fee	£75.00 + VAT (£90.00) (Upon Request)
Referencing & Admin Fee from	£150.00 + VAT ( £180.00)
Inventory Fees	Variable dependant on property size (Upon Request)
Deposit Registration Fee (TDS)	£30.00 + VAT (£36.00) (Upon Request)

### Inventory Fee's (Unfurnished) from

One Bedroom Property	£85.00 + VAT (£102.00)
Two Bedroom Property	£105.00 + VAT (£126.00)
Three Bedroom Property	£125.00 + VAT (£150.00)
Four Bedroom Property	£145.00 + VAT (£174.00)
Five Bedroom Property	£165.00 + VAT (£186.00)
Six Bedroom Property	£185.00 + VAT (£210.00)

### Check Out Fee's

One Bedroom Property	£75.00 + VAT (£90.00)
Two Bedroom Property	£95.00 + VAT (£114.00)
Three Bedroom Property	£115.00 + VAT (£138.00)
Four Bedroom Property	£135.00 + VAT (£162.00)
Five Bedroom Property	£155.00 + VAT (£186.00)
Six Bedroom Property	£175.00 + VAT (£210.00)

### Renewals:-

£100 + VAT ( £120.00)

## OPTIONAL FEES

### Gas safety check

£30 (Inc VAT) plus cost of the check

Contact the contractor and Tenant and arrange access for the gas check to be carried out. Receive certificate from contractor, send copy to Landlord, retain copy on file, diarise next check for 12 month's time.

### Electrical Check (EICR)

£30 (Inc VAT) plus cost of the check

Contact the contractor and Tenant and arrange access for the gas check to be carried out. Receive certificate from contractor, send copy to Landlord, retain copy on file, diarise next check.

### Energy Performance Certificate

£30 (Inc VAT) plus cost of EPC

Contact the contractor and Tenant if applicable and arrange access for the EPC to be carried out. Receive EPC from contractor, send copy to Landlord, retain copy on file, diarise next EPC for 10 year's time.

### Empty Care Service

£60 (Inc VAT) per visit

To visit the empty property at agreed intervals and report to the Landlord.

### Drain Down Service

£30 (Inc VAT)

To arrange a water system drain down on behalf of the Landlord.

### Re-negotiate rent and serve a Section 13

£30 (Inc VAT)

Review rent in accordance with current prevailing market conditions and advise Landlord. Negotiate with Tenant. Direct Tenant to make payment change as appropriate. Serve Section 13 Notice to Tenant advising of increased rent.

### Draw up and serve Section 21

£60 (Inc VAT)

### Change of tenant ( during fixed term contract)

£240 ( Inc VAT)

Referencing new tenant, right to rent, new tenancy agreement, re-register deposit

### PS&B Attendance at Court

£180 (Inc vat) per whole day

**If PS&B are required to attend court on the Landlords behalf** £90 (Inc vat) per half day

**PS&B Attendance with Bailiffs** £60 (Inc VAT)

If PS&B are required to attend a property with the bailiff to regain possession

**Rental Value Letter for Mortgage purposes** £120 (Inc VAT)

If the Landlord requires a letter from PS&B advising on the market rental for a property – if PS&B are later instructed this will be refunded

**Project Management for works over £250** £120 (Inc Vat) or 12% (Inc VAT) of the overall cost of the works, whichever is the greater.

To oversee major refurbishment works. Arrange access and quotes with contractors and liaise with Landlord. Ensure works have been carried out in line with specification. Retain any warranty or guarantee on file.

**Obtaining more than two contractors quotes** £36 (Inc VAT)

Submission of non-resident Landlords receipts to HMRC. £150 (Inc VAT) annually  
To remit and balance the financial return to HMRC quarterly and respond to any specific query relating to the return from the Landlord or HMRC

**HMO Licence Application** £120 (Inc VAT)

To liaise with the council to arrange licensing of a property that is a House in Multiple Occupation

**Deposit Dispute Fee** £120 (Inc VAT)

Where PS&B are instructed to progress a Tenancy Deposit dispute via the Tenancy Deposit Scheme

**Rental Warranty - 12 month cover with zero Excess** £240 (Inc VAT)

**Sale of Property to a Tenant** 1.2% (Inc VAT)

Of the purchase price for introducing the Tenant (the purchaser) to the Landlord (the vendor).