

# Landlords' Guide to Services and Fees

We are committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask a member of our team.

Sutton Kersh is a member of and covered by the ARLA PropertyMark Client Money Protection Scheme. Sutton Kersh is also a member of a redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk)

Description of Fee	Net (exclusive VAT)	Gross (inclusive VAT)
<b>Full Management Service (FM)</b> Subject to a £750 (£900 Inc VAT) minimum fee per tenancy per year	13% of monthly rent	15.6% of monthly rent
<b>Let and Rent Collection Service (LRC)</b> Subject to a £750 (£900 Inc VAT) minimum fee per tenancy per year	10% of monthly rent	12% of monthly rent
<b>Let Only Service (LOS)</b> Payable upfront for the full term of the tenancy and prior to commencement of the Services and subject to a £750 (£900 Inc. VAT) minimum fee per tenancy.	One months rent	One months rent plus VAT
<b>Marketing Only Service (MOS)</b>	£199	£238.80
<b>Rent and Legal Protection insurance (FM/LRC)</b> Subject to availability	3.5% exc. IPT of monthly rental	3.92% inc. IPT of monthly rental
<b>Deposit/Deposit Replacement Service (LOS)</b>	£72	£86.40
<b>Referencing Fee</b> (inc. verification of income, employment, previous landlords (if applicable) and search for bankruptcy, insolvency, CCJs, Orders and Arrangements)	£50 per tenant (inc. students/guarantor)	£60 (per tenant (inc. students/guarantor)
<b>Tenancy Agreement</b> (drafting and execution of document if supplied by us)	£295	£354
<b>Rent Review Service Fee (Inc. Service of Section 13 Notice)</b> (including negotiating the rent review and documentation where required)	£250	£300
<b>Change of Sharer Fee (Non Housing Act Tenancies)</b>	£250	£300
<b>Tenancy extension (Non Housing Act tenancies only)</b>	£250	£300
<b>Annual statutory landlord rental income declaration to HMRC</b>	£20	£24
<b>Income &amp; Expenditure Service</b>	£30 per quarter	£36 per quarter
<b>Quarterly Tax Submission to HMRC for Non-UK Residents with No HMRC Approval</b>	£100	£120
<b>Third-party Tenancy Agreement supervision fee</b>	£325	£390
<b>Annual Tax declaration for non-UK residents with HMRC approval</b>	£40	£48
<b>Property Preparation Service</b>	Subject to Quotation	
<b>Attending Legal Proceedings</b> (Per Hour plus travel)	£200	£240
<b>Providing a witness statement for legal proceedings</b>	£200	£240
<b>Arranging Non Routine Maintenance as Required</b> (management and instruction of contractor works)	10% of the net invoice	12% of the net invoice
<b>Additional Property Visits</b>	£55 per visit	£66 per visit
<b>Deposit Transfer/Mid-Term Transfer</b>	£100	£120
<b>Landlord Regulation Checks</b> Includes; HMO Licence monitoring, the on-going management of Deposit/Deposit Replacement Service, Legislative Horizon, Checking Smoke and CO Alarms at commencement of tenancy *annual upfront applies to Let Only service	£9.50pcm*	£11.40pcm*
<b>Tenancy Administration Fee</b> Includes but is not limited to: marketing of the property, arranging and conducting viewings, negotiating tenancy terms, arranging completion of tenancy documents, utility and services management	£100 min / £400 max	£120 min / £480 max
<b>HMO Licence Application</b> (excludes cost of licence and any risk assessment or other documentation required to grant the licence)	£325	£390
<b>Agent as Licence Holder for Landlord Fee</b> (excludes cost of licence and any risk assessment or other documentation required to grant the licence)	£250	£300
<b>Right to Rent Checks</b> per tenant/student or occupant (aged 18 or over)	£25	£30
<b>Formulating Deposit Adjudication Claim (LRC/LOS)</b>	£200	£240
<b>Formulating Deposit Adjudication Claim (FM)</b>	£25	£30
<b>Inventory Preparation</b> Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£83.33 min / £500 max	£100 min/ £600 max
<b>Inventory Check In</b> Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£83.33 min / £500 max	£100 min/ £600 max
<b>Inventory Check Out</b> Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£83.33 min / £500 max	£100 min/ £600 max
<b>Negotiating and preparing Addenda</b>	£50	£60
<b>Energy Performance Certificate Fee</b>	£99	£118.80
<b>Payment to a Non-UK Bank Account</b>	£25	£30
<b>Gas Safety Record Fee</b>	Subject to Quotation	
<b>Portable Appliance Test Fee</b>	Subject to Quotation	
<b>Electrical Condition Inspection Report Fee</b>	Subject to Quotation	
<b>Legionella Risk Assessment Fee</b>	Subject to Quotation	
<b>Section 8 Possession Notice</b>	£175	£210
<b>Deposit/Deposit Replacement Service (FM/LRC)</b> (Only Available where Landlord Regulation Check fee not selected)	£6pcm	£7.20pcm