

LANDLORD FEES SCHEDULE

CENTURY 21 Wembley

LEVELS OF SERVICES OFFERED

	Let intro: 10% + VAT (12.0% inc. VAT)	Rent collection: 12% + VAT (14.4% inc. VAT)	Full management: 15% + VAT (18.0% inc. VAT)
Advising as to likely rental income	✓	✓	✓
Providing guidance on compliance with statutory provisions and lettings consents	✓	✓	✓
Recommend property improvements	✓	✓	✓
Advising on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Advertising and marketing the property	✓	✓	✓
Interviewing and qualifying potential tenants	✓	✓	✓
Conducting accompanied viewings	✓	✓	✓
Negotiating tenancy terms	✓	✓	✓
Collecting and transferring initial months' rent	✓	✓	✓
Informing tenants of payment methods	✓	✓	✓
Deducting any pre-tenancy expenses	✓	✓	✓
Making any HMRC deductions	✓	✓	✓
Taking a security deposit from the tenant which is to be held in accordance with the current legislation	✓	✓	✓
Demanding, collecting, and transferring the monthly rent		✓	✓
Pursuing rent arrears and providing advice on rent arrear actions		✓	✓
Making payments on behalf of the Landlord from the rents received for costs in managing the property		✓	✓
Providing the Landlord with regular statements		✓	✓
Arranging with service companies for meter readings and advising them of the transfer of service contracts to the tenant			✓
Inspecting the property on a regular basis, not less often than once every four months			✓
Arranging routine repairs or maintenance obtaining estimates where necessary, supervising works and settling accounts from rents			✓
Receiving and forwarding Landlord's mail			✓
Holding keys throughout the tenancy term			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

DURING TENANCY FEES

START OF TENANCY FEES

Set-up Fee: £300 (inc. VAT) per tenancy. Covers comprehensive referencing for up to two tenants (including ID, Right to Rent, credit checks, employment, and landlord references), contract negotiation, and tenancy agreement setup.

Additional Tenant/Guarantor Referencing: £60 (inc. VAT) per additional tenant or guarantor. Covers reference checks, credit checks, and contract amendments.

Permitted Occupier Fee: £30 (inc. VAT) per permitted occupier. Covers information provision on tenant and landlord responsibilities.

Deposit Protection Fee: £30 (inc. VAT) per tenancy. Registering landlord and tenant details, protecting the deposit in line with legal requirements.

Deposit Transfer: £96 (inc. VAT) to manage deposit transfer and any necessary legal updates.

Inventory Check-in Fees: From £120 (inc. VAT) as quoted by independent inventory clerks. Cost will vary depending on the number of bedrooms and/or size of the property and any outbuildings.

Work Arrangement Fee: 12% (inc. VAT) of invoice amount for Tenant Find and Rent Collection services ONLY. Covers contractor coordination, cost assessment, work supervision, and warranty management.

Tenant Find and Rent Collection services only

Project Management Fee (over £500): 12% (inc. VAT) of the invoice amount for Fully Managed service ONLY. Covers contractor coordination, cost assessment, work supervision, and warranty management.

Fully Managed service only

Additional Property Visits: £60 (inc. VAT) per visit. Covers property visits for deliveries, contractor appointments, or landlord requests in addition to those within their existing Terms of Business.

Renewal Fees: 12% (inc. VAT) for Tenant Find service, 14.4% (inc. VAT) for Rent Collection service, and 18% (inc. VAT) for Fully Managed service. Contract negotiation, amending and updating terms and arranging for a signing of a further tenancy Agreement.

Renewal tenancy agreement for all tenancies: £150 (inc. VAT). This fee covers the cost of checking IDs, verifying the Right-to-Rent of the current tenant(s), negotiating the contract and arranging for tenancy agreement to be signed.

END OF TENANCY FEES

Fees for the service of Section 21 Notice: £120 (inc. VAT) for issuing a Section 21 notice to tenants by post and email.

Check out Fees: From £120 (inc. VAT) as quoted by independent inventory clerks. Attending the property to undertake an updated Schedule of Conditions based on the original inventory.

Deposit Dispute Resolution: £150 (inc. VAT) - Handling disputes referred to the DPS Dispute Resolution Service. The costs are associated with preparing all evidence, submitting the case to the tenancy deposit scheme, and dealing with all correspondence relating to the dispute. **This only applies where the agent has protected the deposit.*

Court Attendance Fees: £300 (inc. VAT) per day.

PROPERTY MANAGEMENT

Day-to-day Property Management Fee: 18.0% (inc. VAT) charged when rent is collected (usually monthly). Includes:

- Property preparation for new tenancies (maintenance, cleaning, inventory)
- Tenant onboarding (check-in, utility/council tax transfers)
- Regular property inspections and maintenance coordination
- Repair management (obtaining quotes, supervising work)
- Insurance claim handling
- Landlord correspondence and key retention
- Check-out procedures
- Add to or change terms of a tenancy agreement or deposit during tenancy
- Update right to rent checks during tenancy

FINANCIAL CHARGES

Interest on Unpaid Commission: 8% above the Bank of England Base Rate from the Due Date until paid.

Transfer of funds to HMRC on behalf of Non-resident Landlords: £120 (inc. VAT) per quarter.

Tax Return Submission: From £240 (inc. VAT) per annum.

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OTHER FEES AND CHARGES

Inventory and check-in: cost will vary depending on property size

Conduct additional inspections: £60 (inc. VAT) per additional inspection

End of Tenancy Inventory and Deposit Deductions: £60 (inc. VAT). Includes comparing check-in and check-out reports, and calculating deductions for damages, missing items, or tenancy breaches based on contractor quotes.

Vacant Property Management Fees: £120 (inc. VAT) per month. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed upon with the landlord.

Key Cutting: £36 (inc. VAT) for standard keys, or £60 (inc. VAT) for security keys or devices (excluding key/device cost). To have the required sets of keys made where the Landlord has not provided sufficient keys following the agreement.

Applying for consent to let (excluding any charges imposed by other parties): £60 (inc. VAT)

Anti-Money Laundering and Identification Checking Fee: £36 (inc. VAT)

Sale of the property to the tenant: 1.8% (inc. VAT) of the sale price.

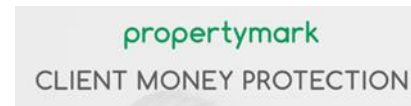
Energy Performance Certificate: £120 (inc. VAT)

Gas Safety Certificate: £120 (inc. VAT)

Arranging and obtaining the **Boiler service and CO Alarm:** £30 (inc. VAT) for each service.

Please ask a member of staff if you have any questions about our fees.

Any other services as requested by Landlord: £60 (inc. VAT) per hour



**CLIENT
MONEY**

PROTECTION: www.propertymark.co.uk

INDEPENDENT REDRESS:



www.tpos.co.uk