

Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: 10% of rent (inc. VAT)	Rent Collection: 12% of rent (inc. VAT)	Fully Managed: 15% of rent (inc. VAT)
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	✓	✓	✓
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	✓	✓	✓
Agree collection of any shortfall and provide payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Advise all relevant utility providers of any changes		✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		✓	✓
Pursue non-payment of rent and provide advice on rent arrears action		✓	✓
Advise and serve Section 8 Notice (to reclaim possession of the property)			✓
Undertake two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Tenancy Deposit dilapidation negotiations			✓
Advise and serve Section 13 Notice (to increase the rent once a year)			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES



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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) £114 (inc. VAT) per tenancy
- Gas Safety Certificate (GSR) £114 (inc. VAT) per annum
- Electrical Installation Condition Report (EICR) from £240 (inc. VAT) when due
- Legionella Risk Assessment £200 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide alarms £60 (inc. VAT) per device

START OF TENANCY FEES

Set-up Fees: £300 (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.

Registering the security deposit in a government recommended scheme, providing tenants and landlord with a copy of the deposit protection certificate. Registering deposit included for Fully Managed only.

Additional Tenant Referencing Fees: £42 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £42 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Deposit Registration Fees (where collected): £90 (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.

Inventory / Schedule of Condition Fees: from £123.50 (inc. VAT) per tenancy (see separate document). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings.

Landlord Withdrawal Fees (before move-in): £300 (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.

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DURING TENANCY FEES

Additional Property Visits: £42 (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: £120 (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. Rent Collection and Tenant Find Only.

Variations to Contract Fees: £50 (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): £300 (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. Please check Landlord Terms of Business for relevant notice period.

Contractor Commission: 12% of contractors invoice (inc. VAT).
To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

END OF TENANCY FEES

Check-out Fees: from £124.80 (inc. VAT) per tenancy (see separate document). Dependant on furnished/unfurnished, the number of bedrooms and/or size of the property and any outbuildings. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Fees for the service of Legal Notices: £120 (inc. VAT) per Notice. Rent Collection and Tenant Find Only.

Court Attendance Fees: £90 (inc. VAT) per hour.

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