

# RESIDENTIAL LANDLORD FEES AND CHARGES



## Fully managed: Letting, Rent Receiving & Management

**10% (plus VAT)**  
**12% (including VAT)**

- Advise on preparing your property for letting and agree rental value to let
- Ensure the landlord complies with their statutory obligations
- Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Finding tenant
- Agree final rental value with landlord and tenant
- Collect & hold the tenant's deposit
- Hold agreed management float
- Collect and remit the rent received to the landlord
- Deduct our fees and other contractors invoices
- Arrange routine repairs and instruct approved contractors
- Chase late rent payments
- Advise all relevant utility providers of changes
- Make any necessary HM Revenue and Customs deduction for non-resident landlord if we have not received the approval letter from HMRC
- Discuss renewal or termination
- Manage the end of tenancy process and deposit return
- Visit the property at least once a year

**This commission will also be due on every tenancy renewal.**

## Rent Collection Service: Letting & Receiving Rent

**8% (plus VAT)**  
**9.6% (including VAT)**

- Advise on preparing your property for letting and agree rental value to let
- Market the property and advertise on relevant portals
- Carry out accompanied viewings
- Finding tenant
- Agree final rental value with landlord and tenant
- Collect and remit the rent received to the landlord
- Deduct our fees and any pre-tenancy invoices
- Chase late rent payments
- Make any necessary HM Revenue and Customs deduction for non-resident landlord if we have not received the approval letter from HMRC
- Discuss renewal or termination

**This commission will also be due on every tenancy renewal.**

## Management-only service: Management only

**3% (plus VAT)**  
**3.6% (including VAT)**

- Ensure the landlord complies with their statutory obligations
- Collect & hold the tenant's deposit
- Hold agreed management float
- Deduct our fees and pay other contractors invoices
- Arrange routine repairs and instruct approved contractors
- Advise all relevant utility providers of changes
- Discuss renewal or termination
- Manage the end of tenancy process and deposit return
- Visit the property at least once a year



Gayle Chien Ltd are members of the below:  
PropertyMark Client Money protection Ref C0128757  
The Property Ombudsman Member No D14279

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## Additional Fees – Non optional



### **Vacant management fee (if instructed- between tenancies)**

£120 per visit. Visit the property every two weeks if agreed and maintain utility bill accounts as instructed

### **Tenancy Agreement Fee**

£240. Preparing and drawing up tenancy agreement for landlord and tenant to sign

### **Tenant Reference Fee Check per person**

£48. Processing the application and referencing.

### **Guarantor Reference Fee Check per person**

£48. Processing the guarantor and referencing

### **Tenant Deposit registration fee**

£48. Protecting the deposit with the Tenancy Deposit Scheme

### **Renewal Tenancy Agreement Fee**

£120. Renewing and drawing up renewal tenancy agreement for landlord and tenant to sign

### **Inventory Cost**

The invoice charge by the inventory company will be passed directly to the landlord

### **Inventory Arranging Fee**

£60. For Rent collection Service only

### **Check Out Cost**

The invoice charge by the inventory company will be passed directly to the landlord

### **Check Out Arranging Fee**

£60. For Rent collection Service only

### **Sales Commission if Tenant purchases the Property**

1.8% of the sale price

### **Additional property visits**

£60 per visit. To attend as necessary for specific requests such as to monitor the tenancy or any maintenance.

### **Submission of non-resident landlords tax to HMRC quarterly**

£120 per quarter. For non-resident landlord without approval to receive gross rent from HMRC. To remit tax deducted at source to HMRC quarterly. Issue NRL6 to landlord as per tax deduction and paid to HMRC (if relevant).

### **Refurbishment works/supervising work more than £2,000**

12% of invoice. Arranging access and assessing costs with contractor, ensuring work has been carried out in accordance with the specification of works

### **Court attendance**

£180 per hour

### **Preparation of documentation for Court proceedings or TDS adjudication**

£60 per hour

### **Obtaining consent from a lender or a Superior Landlord**

£60

### **Submitting a Claim to the Tenancy Deposit Scheme**

£180

### **Fully managed renewal commission fee**

12% of the total rent. Advise the landlord, negotiate and agree the renewal, continuation of fully managed service

### **Rent Collection renewal commission fee**

9.6% of the total rent. Advise the landlord, negotiate and agree the renewal, continuation of rent collection service

### **Tenant Finds /Let Only**

£60. Arranging cleaning prior to the start of a Tenancy exclude cleaning invoice

£60. Arranging and obtaining the EPC exclude cleaning invoice

£60. Arranging portable appliance test exclude cleaning invoice

£60. Arranging electrical Installation Carbon Report exclude cleaning invoice

£60. Arranging gas safety records and service exclude cleaning invoice

£60. Arranging installation of smoke and CO alarm exclude cleaning invoice



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