



Francis Stuart

Sales • Lettings • Investments

Landlord Fees – Residential Tenancy Management

Service Options	Let Only	Let Only Platinum	Standard Management	VIP Management	Guaranteed Rent
Free Landlord Advice Meeting	✓	✓	✓	✓	✓
Floorplans	*	*	✓	✓	✓
To Let Board	✓	✓	✓	✓	✓
Property uploaded to Property Portals and Social Media	✓	✓	✓	✓	✓
Accompanied Viewings	✓	✓	✓	✓	✓
Full Tenant Referencing	✓	✓	✓	✓	✓
Tenancy Paperwork	✓	✓	✓	✓	✓
Security Deposit registration	✓	✓	✓	✓	✓
Utility Notification		✓	✓	✓	✓
Inventory Schedule of Condition on Move in		✓	✓	✓	✓
Rent Collection			✓	✓	✓
Professional Marketing Photography				✓	✓
Maintenance Handling			✓	✓	✓
Compliance Handling			✓	✓	✓
Monthly Statements			✓	✓	✓
Tenancy notices				✓	✓
Property Visits				✓	✓
Landlord Portal/Tax Return				✓	
Guaranteed Rent					✓
Guaranteed Void Rent					✓
Scale of Charges	£540 including VAT	£720 including VAT	12% Including VAT	15% Including VAT	NIL
Set Up Fees	N/A	N/A	£450 including VAT	£450 Including VAT	NIL

Additional Items and Expenses for Residential Tenancy Management

Some items may already have been included in the service you have selected. If they are not included the cost of the addition is below.

Service	Fee
Duplicate Statement	£6 Including VAT
Caretaking Service	£25 including VAT per week
Court Attendance	£42 per hour including VAT
Tenancy Renewal	£90 including VAT
Inventory/Schedule of Condition	From £125 including VAT
Check Out Report	From £75 including VAT
Service of Notices, Section 21,13 or 8	£60 including VAT
Yearly Statement of Accounts per property	£42 including VAT
Key Cutting	£15 including VAT + Cost of Keys
Statutory Declaration for DPS	£30 including VAT
UC47 Direct Request for Payment	£21 including VAT
Appliance/Furniture Order	£21 including VAT + Cost of Order
Property Visit	£84 including VAT
Attending a property on request	£42 per hour including VAT
Maintenance Repairs	Upto £12% including VAT of the cost of work
Visit to empty Property	£42 per hour including VAT
Dealing with DPS Deposit claim	£42 per hour including VAT
Refurbishment work on vacant property	12% including VAT of the cost of work
Any other work out of the scope of the agreement	£42 per hour including VAT
Termination Fee during Tenancy	£240 including VAT

Landlord Fees – HMO Property Management

Services	HMO Tenant Find	HMO Standard Property Management	HMO VIP Property Management
Free Property Visit & Rent Appraisal	✓	✓	✓
Professional Photography and Room Staging		✓	✓
3D Virtual Tour		✓	✓
Professional Marketing, Websites & To Let Board	✓	✓	✓
Fully Accompanied Property Viewings	✓	✓	✓
Fully Referenced Tenants to Highest of Standards	✓	✓	✓
Right to Rent Checks Carried Out	✓	✓	✓
Drawing up of Tenancy Agreement & Signing	✓	✓	✓
Compliance with the De-Regulation Act	✓	✓	✓
Registering the deposit with the DPS		✓	✓
On-Going Immigration Checks		✓	✓
Rent Collection		✓	✓
Rent Chasing if required		✓	✓
Statement of Rents		✓	✓
24/7 Access to FixFlo		✓	✓
Maintenance Handling		✓	✓
Safety Certificates Renewals		✓	✓
Monthly Financial Statements		✓	✓
Quarterly Property Inspections		✓	✓
Section 21 Notice issued		✓	✓
Section 8 Notice Issued		✓	✓
Landlord Portal/Tax Return			✓
Furniture Orders/ Key Cutting/Utility meter readings included			✓
Monthly Fire Alarm Testing			✓
HMO License Inspections and Submission			✓
Dealing with Deposit Disputes			✓
Management Commission	N/A	15%* Including VAT	18%* Including VAT
Tenant Find Fee	First Months Rent	£240 Including VAT	£180 including VAT
Contractor Finder Fee	N/A	£75 including VAT	£50 Including VAT
Set Up Fee	£50 Including VAT	£240 Including VAT	£240 Including VAT

*DSS/Universal Credit tenants will attract an extra management percentage of 1.2% including VAT,

Additional Items and Expenses for HMO Property Management

Some items may already have been included in the service you have selected. If they are not included the cost of the addition is below.

Service	Fee
Duplicate Statement	£6 including VAT
Caretaking Service	£25 including VAT per week
Court Attendance	£42 per hour including VAT
Tenancy Renewal	£60 including VAT
Inventory/Schedule of Condition	£42 including VAT per Room
Check Out Report	£42 including VAT per Room
End Of Tenancy Room Inspection	£21 including VAT per Room
Service of Notices, Section 21,13 or 8	£60 including VAT
Monthly Fire Alarm Test	£15 including VAT
Yearly Statement of Accounts per property	£42 including VAT
Key Cutting	£15 including VAT + Cost of Keys
Statutory Declaration for DPS	£30 including VAT
UC47 Request for Direct Payment	£21 Including VAT
Appliance/Furniture Order	£21 including VAT + Cost of Order
Attending a property on request	£42 per hour including VAT
Maintenance Repairs	Up to 12% including VAT of the cost of work
Visit to empty Property	£42 per hour including VAT
HMO Inspection with Council	£42 per hour including VAT
Dealing with DPS Deposit claim	£42 per hour including VAT
Submit HMO Licence to Council	£84 including VAT
Refurbishment work on vacant property/Room	12% including VAT of the cost of work
Dealing with Deposits Disputes	£42 per hour including VAT
Utility Meter Reading	£21 including VAT
Any other work out of the scope of the agreement	£42 per hour including VAT
Termination Fee during Tenancy	£300 including VAT