

# Landlord fees schedule

## LEVELS OF SERVICE OFFERED

	Tenant Find: 60% of 1 <sup>st</sup> Months rent (72% inc. VAT)	Fully Managed 9% of rent (10.8% inc. VAT)	Fully Managed with Rent Insurance 11 % of rent (13.2% 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	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
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		✓	✓
Hold keys securely throughout the tenancy term		✓	✓



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## ADDITIONAL NON-OPTIONAL FEES AND CHARGES

### 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:

#### Compliance & Safety Services

- Energy Performance Certificate (EPC) – £85.00 (including VAT) per property.
- Gas Safety Certificate (GSC) – £80.00 (including VAT) per property.
- Electrical Installation Condition Report (EICR) – £198.00 (including VAT) per property.
- Portable Appliance Testing (PAT) – £120.00 (including VAT) per property.
- Legionella Risk Assessment – £60.00 (including VAT) per property.
- Supply & Installation of Smoke Alarms – From £120.00 (including VAT) per property.
- Supply & Installation of Carbon Monoxide Detectors – From £60.00 (including VAT) per detector.

#### Pre-Tenancy Safety & Visual Compliance Check

Where an Inventory is not being completed by Reddington Sales & Lettings we will attend the property on the first day of the tenancy to:

Test all smoke alarms and carbon monoxide detectors.  
Carry out a visual property inspection to help demonstrate compliance with the Homes (Fitness for Human Habitation) Act 2018.

Fee: £50.00 (including VAT) per tenancy.

#### START OF TENANCY FEES

Set-up Fees: £360 (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.

Additional Tenant Referencing Fees: £50 inc. VAT) per tenant. As Set-up Fees above for additional tenants.

#### Deposit Registration (Let Only Service)

£36.00 (including VAT) per tenancy

For Let Only landlords, we will register the tenant's deposit with a Government-approved tenancy deposit scheme and serve the required Prescribed Information within the statutory timescales.

Included at no additional charge with our Fully Managed Service.

#### Inventory & Schedule of Condition

A detailed Inventory and Schedule of Condition is prepared prior to the commencement of the tenancy. This provides a comprehensive record of the property's condition and contents, helping to protect both landlords and tenants throughout the tenancy.

The fees below apply to unfurnished properties. For furnished or part-furnished properties, or properties with extensive contents, outbuildings or outbuildings requiring recording, an additional charge may apply depending on the volume of items to be inventoried.

#### Property Size Fee (Including VAT)

1 Bedroom	£90.00
2 Bedrooms	£120.00
3 Bedrooms	£140.00
4+ Bedrooms	£170.00

Landlord Withdrawal Fees (before move-in): £400 (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: £48 (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: £30 (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.

**Variations to Contract Fees: £60 (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.

**Right-to-Rent Follow-Up Check: £30 (inc. VAT) per check.**  
Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

**Landlord Withdrawal Fees (during tenancy): £180 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.



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**Project Management Fee**  
For one-off works exceeding £5,000 (including VAT), a project management fee of 3 % (including VAT) of the contractor's net invoice will apply.

This includes arranging quotations, coordinating contractors, managing access, monitoring the progress of works, confirming completion, and retaining any applicable warranties or guarantees.

**Contractor Commission: Maximum 10 % of contractors invoice (inc. VAT).** To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

**Arrangement Fees for refurbishments over £5,000: 3 % of net cost (inc. VAT).** Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

**Obtaining more than three contractor quotes: NIL COST per quote.** Fully Managed Service only.

### END OF TENANCY FEES

**Check-out Fees: £120 (inc. VAT) per tenancy.** Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

**Tenancy Deposit Dispute Fee: included for Fully Managed Properties £50 (inc. VAT) per tenancy.** The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute.

**Fees for the service of Legal Notices: £30 (inc. VAT) per Notice.**

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

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### FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from Due Date until paid.

Submission of Non-Resident Landlords receipts to HMRC £50 (inc. VAT) quarterly. To remit and balance the financial return to HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fees: £25 (inc. VAT) per request. Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.

Fees for providing an Annual Income and Expenditure Schedule: £72 (inc. VAT) annually.

Same-Day Payment Fees: £10 (inc. VAT) per payment. Should the landlord request a payment faster than the agreed timescales within their existing Terms of Business, this covers the costs of providing a same-day payment service.



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### OTHER FEES AND CHARGES

Vacant Property Management Fees: £20.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fees: NIL COST (inc. VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under 'Set-up Fees' above, receiving and protecting the tenancy deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fees: NIL COST (inc. VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

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