

Landlord Fees Schedule

Full Management and Rent Collection Fees

If during the sole agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT

Full Management Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly	18% of the rent, inclusive of VAT (15%+VAT)*
Compliance Fee	£14.40 inclusive of VAT (£12.00 + VAT) per month *Sole Agency

Rent Collection Service Percentage of the rent payable for the full duration of the tenancy (as defined). Payable monthly	14.4% of the rent, inclusive of VAT (12% +VAT)*
Protection and holding of tenancy deposit OR Contribution towards administration of No Deposit Scheme	£7.20 inclusive of VAT (£6.00 + VAT) per month *Sole Agency

Optional with the Full Management or Rent Collection Service

Property Visits	£78.00 inclusive of VAT (£65.00 + VAT) per visit
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Plus

Set Up Fee (This Fee includes a Tenancy Agreement and transfer and management of your utilities)	£474.00 inclusive of VAT (£395.00 + VAT) per agreement
Tenant Referencing Fee	£72.00 inclusive of VAT (£60.00 + VAT) per reference
Guarantor Referencing Fee	£162.00 inclusive of VAT (£135.00 + VAT) per reference
Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only)	£330.00 inclusive of VAT (£275.00 + VAT)
PEP and Sanctions Check Fee <i>*This fee will be due when the Compliance Fee or TDS/No Deposit Fee is not charged</i>	£24.00 inclusive of VAT (£20.00 + VAT)

Inventory and Check Out Services	Check In	Check Out
	Studio	£144.00
1 Bed	£162.00	£162.00
2 Bed	£180.00	£180.00
3 Bed	£198.00	£198.00
4 Bed	£216.00	£216.00
5 Bed	£234.00	£234.00
Additional rooms		£12.00
Additional garden/outside space	£12.00	
All prices inclusive of VAT, payable on commencement of the tenancy.		

Premier Service	5.4% of the monthly rent inclusive of VAT (4.5% + VAT) for rental amounts of £1,749 or less per calendar month Or 4.8% of the monthly rent inclusive of VAT(4%+VAT) for rental amounts of £1,750 or more per calendar month
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For Short Lets (Less than 6 months) – Full Management Service Only	(Non-Housing Act Tenancies Only)
31.2% inclusive of VAT (26% + VAT) of the total rent payable under the Tenancy or any continuation of it either as a fixed term or periodic whether or not the Agent is instructed to act on the Landlord's behalf. Payment of the whole 31.2% including VAT will be payable in advance and collected at the start of the Tenancy.	
Subject to a minimum of £1,500.00 inclusive of VAT (£1,250.00 +VAT)	

Portico Property is a member of Propertymark (which includes their Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK.



Introduction Only Fees

If during the Sole Agency period other agents are instructed, the commission rate will be increased by 20% including VAT of one month's rent.

Tenant Introduction Only Services	At 10.8% inclusive of VAT (9% + VAT of the rent) for the full tenancy term (as defined). Payable prior to completion.		
	Then 9.6% of the rent inclusive of VAT (8% + VAT) (Anniversary fee) payable on commencement of the anniversary period.		
	*Sole Agency		
Set Up Fee	£474.00 inclusive of VAT (£395.00 + VAT) per agreement		
Tenant Referencing Fee	£72.00 inclusive of VAT (£60.00 + VAT) per reference		
Guarantor Referencing Fee	£162.00 inclusive of VAT (£135.00 + VAT) per reference		
Rent Review (all Tenancies) / Renewal Fee (Non-Housing Act Tenancies only)	£180 inclusive VAT (£150 + VAT)		
Protection of the Tenancy Deposit with The Dispute Service	£72.00 inclusive of VAT (£60.00 + VAT) per registration payable on commencement of the tenancy and thereafter annually.		
PEP and Sanctions Check Fee	£24.00 inclusive of VAT (£20.00 + VAT)		
Provision of a Written Statement	£360.00 inclusive of VAT (£300.00 + VAT) per tenancy		
Inventory and Check Out Services		Check In	Check Out
	Studio	£144.00	£144.00
	1 Bed	£162.00	£162.00
	2 Bed	£180.00	£180.00
	3 Bed	£198.00	£198.00
	4 Bed	£216.00	£216.00
	5 Bed	£234.00	£234.00
	Additional rooms		£12.00
	Additional garden/outside space		£12.00
		All prices inclusive of VAT	

Standard/Additional Fees – applicable to all tenancies

Legal Fees (All charges are included if the Premier Service has been purchased) – Fees quoted below are inclusive of VAT

Providing fast track possession documents	£48.00
Court appearance notes	£120.00
Service of a Legal Notice for Possession*	£72.00

Additional Fees – Fees quoted below are inclusive of VAT unless otherwise stated

Instruction of electrical certificate	Contractor invoice plus £30.00** arrangement
Instruction of gas safety record and electrical PAT test	
Full Management Service	£132.00
Introduction Only Service	£180.00
Instruction of gas safety record and boiler service plus electrical PAT test	
Full Management Service)	£162.00
Introduction Only Service	£210.00
EPC (Energy Performance Certificate)	From £120.00 per survey
Desktop MEES (Minimum Energy Efficiency Standards) Report	£48.00
Green Deal Assessment	£150.00
Deed of Surrender	£300.00 per document
Service of a Legal Notice	£72.00
Pre-Tenancy Withdrawal	£1,000.00
Tenancy Switch Fee (Agent Instructed on Managed or Rent Collection Service)	£150.00

Instruction of electrical certificate	Contractor invoice plus £30.00** arrangement
Tenancy Switch Fee (Agent Instructed on Introduction Only Service)	£420.00
Amending a Tenancy Agreement at a Landlord's request to include endorsements	£60.00
Deposit Dispute Submission Fee	£120.00
Upgrade in service level from Introduction Only to the Managed Service	£200.00
Key cutting	Invoice value plus £12.00 per set
Shopping fee	Invoice value plus £42.00
Tax Provision of a comprehensive annual Income and Expenditure Report suitable for submission with a tax return	£59.40
Additional financial Information required	£60.00 per hour
Arrange on behalf of the Landlord any major Works exceeding £500.00 + VAT	12% of the contractor's invoice
Arrangement of Insurance work or refurbishment work or purchase of replacement furniture	12% of the contractor's invoice
Abortive Check In Fee	£120.00
Property Inspections and Visits Additional visits made by the Agent to the property at the specific request of the Landlord	£78.00 per property visit
Additional Property Visits to comply with the conditions of a property licence	£78.00 per property visit
Property Visits to Unoccupied Property	From £80.00 per property visit
Waiting at Property on behalf of the Landlord	£60.00 per hour
Licence application on behalf of the Landlord	£390.00 plus any reasonable expenses or disbursements
Administer Tax to HMRC for and on behalf of the Landlord	£15.00 per annum
International payments	£30.00 per transaction
Withdrawal Fee	Equivalent to 2 months' rent plus VAT applicable to Initial Period. Equivalent to 1 months' rent plus VAT applicable to Anniversary Period.

*included in Managed Service

**£30.00 arrangement Fee included in Managed Service