

# LANDLORD FEES SCHEDULE

Please find below a comprehensive list of what is included within each service level offered by Huttons & Partners at the fees set out within the Schedule of Fees. Please review this carefully before choosing which service level you wish to instruct us on. Should you require clarification on any of the following information or want to add something outside of your chosen service level, do not hesitate to speak with a member of your local lettings branch.

What's Included	Letting & Property Management	Letting & Rent Collection	Short Letting	Tenant Find Only
Carry out pre-tenancy checks at the Property (incl. smoke/fire alarm test)	✔	✔	✔	
Market the property on our website, all portals, windows and social media	✔	✔	✔	✔
Arrange professional photography, floorplans and videos	✔	✔	✔	✔
Carry out accompanied viewings	✔	✔	✔	✔
Provide regular feedback	✔	✔	✔	✔
Collect the rent and chase unpaid amounts	✔	✔	✔	
Rent protection service available	✔	✔		✔
Negotiate and agree tenancy terms	✔	✔	✔	✔
Carry out KYC in line with our Anti-Money Laundering policy	✔	✔	✔	✔
Prepare all paperwork in relation to the tenancy*	✔	✔	✔	✔
Collect move-in monies and transfer to landlord after deduction of fees	✔	✔	✔	✔
Carry out initial Right to Rent checks	✔	✔	✔	✔
Erect To Let / Let Boards (subject to planning restrictions)	✔	✔		
Arrange comprehensive referencing of tenants and guarantors*	✔	✔		✔
Register the deposit (if held by us)*	✔	✔	✔	✔
Provide financial reporting	✔		✔	
Arrange termination communication with tenant	✔		✔	
Deal with all aspects of renewal negotiations and paperwork*	✔		✔	
Negotiate and arrange paperwork for Change of Sharer and surrenders*	✔		✔	

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What's Included	Letting & Property Management	Letting & Rent Collection	Short Letting	Tenant Find Only
Re-register deposit (if held by us)*	✓		✓	
Carry out Right to Rent re-checks*	✓			
Arrange routine repairs and maintenance	✓		✓	
Property inspections during tenancy with detailed report	✓		✓	
Serving of s21 notices or notice to quit*	✓		✓	
Arrange inventory check out	✓		✓	
Notify utility companies and council to transfer accounts back to Landlord.	✓		✓	
Assess any damage and dilapidations and prepare deposit schedule	✓		✓	
Negotiate deposit release	✓		✓	
Arrange post-tenancy works, repairs and cleaning	✓		✓	
Maintain and arrange renewal of all safety records	✓		✓	
Offer 24hr emergency helpline for tenants	✓		✓	
Access to a dedicated property management team	✓		✓	
Access to qualified and vetted contractors Arrange pre-tenancy works and cleaning	✓		✓	
Arrange inventory check in and move in	✓		✓	
Collect first rent payment and transfer to the landlord	✓			✓

Fees apply as detailed in the scheduled of fees

# LANDLORD FEES SCHEDULE

When renting a residential property there are over 160 pieces of legislation you must comply with. Please find below a list of some of the most important legal responsibilities and requirements. The table below confirms which responsibilities and requirements Huttons & Partners will carry out on your behalf within each level of service. Should you need to take on a responsibility not included in Your chosen service level then please refer to the schedule of fees for the associated cost and speak with your local branch for more details.

Landlord Responsibilities	Letting & Property Management	Letting & Rent Collection	Short Let & Property Management
Ensure that your property adheres to all changes in legislation.	Huttons & Partners	Landlord	Huttons & Partners
(The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022) Check smoke alarms and carbon monoxide alarms before the Tenancy.	Huttons & Partners	Huttons & Partners	Huttons & Partners
(Housing Act 2004) Protect the Tenant's deposit with an approved scheme (if held by us).	Huttons & Partners	Huttons & Partners	N/A
(Deregulation Act 2015) Provide the Tenant with the prescribed information and certificate relating to the security deposit (if held by us).	Huttons & Partners	Huttons & Partners	N/A
(Deregulation Act 2015) Provide the Tenant with all the legally required documents pre-Tenancy.	Huttons & Partners	Huttons & Partners	N/A
(Immigration Act 2014) Confirm Tenants legal 'Right to Rent' prior to the start of the Tenancy.	Huttons & Partners	Huttons & Partners	N/A
(Section 3(2) of the Health and Safety at Work Act 1974) Ensure a legionnaires risk assessment is carried out before a Tenancy starts. (if requested)	Huttons & Partners	Landlord	Huttons & Partners
(The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)) Ensure The Property, furnishings and fittings meet fire standards and are safe for Your Tenant.	Huttons & Partners	Landlord	Huttons & Partners
(The Gas Safety (Installation and Use) (Amendment) Regulations 2018 & The Energy Performance of Buildings (England and Wales) (Amendment) Regulations 2021) Organise contractors to carry out the Gas Safety check and Energy Performance Certificate pre-Tenancy.	Huttons & Partners	Landlord	Huttons & Partners
(Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020) Ensure The Property is complaint with all legislation relating to the electrical installation and portable electrical appliances within The Property.	Huttons & Partners	Landlord	Huttons & Partners
(The Gas Safety (Installation and Use) (Amendment) Regulations 2018) Arrange for the annual Gas Safety Check during the Tenancy and provide a copy of the certificate to the Tenant within 28 days.	Huttons & Partners	Landlord	Huttons & Partners

# LANDLORD FEES SCHEDULE

Landlord Responsibilities	Letting & Property Management	Letting & Rent Collection	Short Let & Property Management
(Immigration Act 2014) Check the Tenant's continued legal 'Right to Rent' throughout the Tenancy.	Huttons & Partners	Landlord	N/A
Monitor the licence requirements with Your Local Authority, adhere to local property licencing schemes and any guidelines detailed on the licence.	Huttons & Partners	Landlord	N/A
Apply for a selective, additional or mandatory House in Multiple Occupation (HMO) licence where required	Huttons & Partners	Landlord	Landlord
Comply with the terms of any relevant lease, mortgage or insurance policy relating to The Property.	Landlord	Landlord	Landlord

## SCHEDULE OF FEES

Please find below a summary of our letting fees and charges for landlords. Should you require clarification on any of the following, please do not hesitate to speak with a member of our team.

All fees are subject to confirmation within your Goodlord agreement and onboarding documentation, which form part of these Terms. Where there is any variation, the agreed fees set out within Goodlord shall take precedence.

### Landlord Charges – Letting Services

#### Let Only Service Fee

- A fixed fee equivalent to one month's rent + VAT, subject to a minimum fee of £1,700 + VAT
- Payable upon the tenant entering into occupation
- Final fee to be confirmed within the Goodlord agreement prior to instruction

#### Letting & Rent Collection

- Initial Fee: Equivalent to one month's rent + VAT
- Ongoing Rent Collection Fee: % + VAT of the monthly rent, charged monthly
- Subject to a minimum fee where applicable
- Final fee structure to be confirmed within the Goodlord agreement

#### Letting & Property Management

- Includes Letting & Rent Collection Service
- Initial Fee: Equivalent to one month's rent + VAT
- Ongoing Management Fee: % + VAT of the monthly rent, charged monthly
- Any additional management charges will be clearly outlined
- Final fee structure to be confirmed within the Goodlord agreement

# LANDLORD FEES SCHEDULE

## Short Letting (inclusive of Property Management)

- 26% + VAT (31.2% inclusive) of the agreed rent payable for the full term and any renewal/extension
- Payable in full at the commencement of the tenancy and any renewal/extension
- Subject to a minimum fee of £1,500 + VAT
- Final fee to be confirmed within the Goodlord agreement

## ADDITIONAL CHARGES & DISBURSEMENTS

Some services may incur additional charges depending on the specific requirements of your property or tenancy. These may include inventory services, compliance certificates, licensing, and project works. All additional charges will be clearly communicated and agreed with you in advance. Where applicable, we will obtain quotes and provide you with the costs for approval prior to any work being carried out. Where services are included within your selected package, this will be confirmed within your Goodlord agreement.

### Agreement & Additional Services

#### New Tenancy Setup Fee

- £250 + VAT (£300)  
(Includes tenant referencing and tenancy setup)

#### Deposit Dispute Handling

- TDS Submission: £200 + VAT (£240)
- Copy Documentation: £50 + VAT (£60)

#### Deposit Registration Fee

- £60 + VAT (£72) per annum  
(Minimum £72)

#### Licensing

HMO / Selective Licence Application Handling: £300 + VAT (£360) per application

#### Inventory & Property Visits

The cost of an inventory, check-in, check-out, or mid-term inspection will vary depending on the size, layout, and furnishing of the property. A quotation can be provided upon request, however costs typically range between £125 – £300 + VAT per report or visit.

#### Project Management & Presentation Services

Where we are instructed to manage furnishing, staging, cosmetic improvements, or refurbishment works at the property, we will oversee the process on your behalf.

A project management fee of 10% + VAT (12%) of the total net cost will apply, subject to a minimum fee of £250 + VAT.

#### Compliance & Certification

We will arrange any required compliance certificates (such as Gas Safety, EICR, EPC, PAT testing, and Legionnaires assessments) on your behalf. We will obtain quotes and provide you with the cost of each service for approval prior to instruction.

For all other costs, we will obtain quotes and provide you with the cost of each service for approval prior to instruction.

# LANDLORD FEES SCHEDULE

## Agreement & Additional Services

### Gas Safety Certificate & Boiler Service

- We can arrange Gas Safety Certificates and boiler servicing through our trusted network of contractors
- We will obtain quotes and provide you with the cost for approval prior to instruction
- For fully managed properties, the coordination of these works may be included within your service level, as confirmed within your Goodlord agreement
- We may receive a referral fee or commission from contractors for introducing works; full details can be provided upon request

### Portable Appliance Testing (PAT)

- We can arrange PAT testing where required
- Quotes will be obtained and provided for approval prior to instruction
- We may receive a referral fee or commission from contractors; details available upon request

### EICR Report

- We can arrange an Electrical Installation Condition Report (EICR) through qualified contractors
- Quotes will be obtained and provided for approval prior to instruction
- We may receive a referral fee or commission from contractors; details available upon request

### EPC (Energy Performance Certificate)

- We can arrange an EPC where required
- Quotes will be obtained and provided for approval prior to instruction
- We may receive a referral fee or commission from contractors; details available upon request

### Legionnaires Risk Assessment

- We can arrange a Legionnaires Risk Assessment if required
- Quotes will be obtained and provided for approval prior to instruction
- We may receive a referral fee or commission from contractors; details available upon request

### Smoke & Carbon Monoxide Alarm Installation

- We can arrange the supply and installation of smoke and carbon monoxide alarms where required
- Quotes will be obtained and provided for approval prior to instruction
- We may receive a referral fee or commission from contractors; details available upon request

### Deposit Dispute Handling (TDS Submission)

- £200 + VAT (£240) per dispute

### Deposit Dispute Copy Documentation

- £50 + VAT (£60) per copy

### Licensing (HMO / Additional / Selective Licence Applications)

- £500 + VAT (£600) per application

### Furnishing / Refurbishment Management

- Where we are instructed to manage furnishing, staging, cosmetic improvements, or refurbishment works, we will oversee the process on your behalf
- A project management fee of 10% + VAT (12%) of the total net cost will apply, subject to a minimum fee of £250 + VAT

### Presentation Service

- £60 + VAT (£72) payable upon instruction
- Where we are instructed to manage staging or presentation works, an additional 10% + VAT (12%) of the total expenditure will apply, subject to a minimum fee of £250 + VAT (£300)

### Right to Rent Follow-Up Checks

- Where required under current legislation, we can carry out Right to Rent follow-up checks during the tenancy
- £200 + VAT (£240) per check, where applicable
- For fully managed properties, this service is typically included within your management package, as confirmed within your Goodlord agreement

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## Miscellaneous Charges

Cancellation Fee	<ul style="list-style-type: none"><li>• £500 plus VAT (i.e. £600)</li></ul>
Overdue Fees	<ul style="list-style-type: none"><li>• Subject to interest of 5% above the base lending rate of National Westminster Bank calculated on a daily basis from the day due until payment in full is made.</li></ul>
Deposit Transfer Arrangement Fee	<ul style="list-style-type: none"><li>• £60 plus VAT (i.e. £72) per transfer</li></ul>
Additional copy statements	<ul style="list-style-type: none"><li>• £50 plus VAT (i.e. £60) for a maximum of 6 statements &amp; £5 plus VAT (i.e. £6) per additional statement</li></ul>
Transfer of funds to HMRC on behalf of non-resident Landlords	<ul style="list-style-type: none"><li>• £100 plus VAT (i.e. £120) per quarter</li></ul>
Same day payments and payments to overseas accounts	<ul style="list-style-type: none"><li>• £20 plus VAT (i.e. £24) per payment</li></ul>
Miscellaneous Duties (Waiting at The Property, Arranging key cutting etc.)	<ul style="list-style-type: none"><li>• £80 plus VAT (i.e. £96) per hour</li></ul>
Significant amendments to the Tenancy Agreement	<ul style="list-style-type: none"><li>• £250 plus VAT (i.e. £300)</li></ul>
Serving of notices	<ul style="list-style-type: none"><li>• £150 plus VAT (i.e. £180) per notice</li></ul>
Courts and Tribunals appearance	<ul style="list-style-type: none"><li>• £150 plus VAT (i.e. £180) per hour</li></ul>
Works over £750	<ul style="list-style-type: none"><li>• Subject to 10% plus VAT (i.e. 12%) arrangement Fee of the total net VAT costs.</li></ul>

## Applicable to Property Management Service

Works under £750	<ul style="list-style-type: none"><li>• Will be instructed without consultation with the Landlord unless otherwise instructed in writing.</li></ul>
Additional copy CDM reports	<ul style="list-style-type: none"><li>• £50 plus VAT (i.e. £60) for each additional CDM report (excludes the first report provided)</li></ul>
Additional Property visits (2 per year included in service)	<ul style="list-style-type: none"><li>• £80 plus VAT (i.e. £96) per visit</li></ul>

# TENANT FEES SCHEDULE

## ASSURED SHORTHOLD TENANCY (ASTs)

Holding Deposit (per tenancy) - One week's rent. This is to reserve a property.

Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Security Deposit (per tenancy. Rent under £50,000 per year)

Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Security Deposit (per tenancy. Rent of £50,000 or over per year)

Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Unpaid Rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Lost Key(s) or other Security Device(s)

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

Variation of Contract (Tenant's Request) - £50 (inc. VAT) per agreed variation.

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request) - £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy