

# FEES SCHEDULE FOR LANDLORDS

PARKER JAMES  
ESTATES

## MAIN CHARGES

- Let only 11% plus VAT
- Let and rent collection 12.5% plus VAT
- Let and management 17% plus VAT
- Management 6% plus VAT

## START OF TENANCY CHARGES

**Administration £175.00 plus VAT** per tenancy for conducting the referencing of prospective tenants to include credit checks, obtaining references from current or previous employers, current landlords, performing Right to Rent checks as required by the Home Office and assessing any other relevant information that be required to establish a tenants affordability, plus contract negotiation including terms and conditions often specific to each tenancy and finally arranging the signing of the agreement.

**Deposit Registration £25.00 plus VAT** per tenancy if applicable for registering landlord and tenant details, protecting the deposit with an accredited Government scheme and providing the tenant with a certificate confirming this was lodged within the permitted thirty days and providing the prescribed information.

**Aborted Tenancy £415.00 plus VAT** for covering the cost associated with the marketing, advertising, travel and pre-tenancy administration should a landlord withdraw from an agreed tenancy without good reason.

## DURING TENANCY CHARGES

**Renewal 11% of rent plus VAT** for tenancy negotiation, updated rent assessment, amending when necessary any terms and arranging the signing of a further agreement.

**Deposit Amendment £25.00 plus VAT** per tenancy if applicable.

**Service of notices for non-managed properties £145.00 plus VAT** per notice for the preparation and delivery of any required notice, including all compliance checks and associated administration.

## END OF TENANCY CHARGES

**Deposit Administration £195.00 plus VAT** for the preparation of documents concerned with any adjudication by a Government-accredited deposit scheme or County Court proceedings.

**Court Attendance £35.00 plus VAT** per hour if required to supply supporting evidence to a claim.

## FINANCIAL CHARGES

**Non-Resident Landlord Submissions £45.00 plus VAT** per quarter for balancing and remitting financial returns to HMRC.

**HMRC Reporting £45.00 plus VAT** per request for responding to any specific queries concerning quarterly or annual returns.

**Duplicate Statement £15.00 plus VAT** per statement for posted copies of HMRC returns or annual income and expenditure statements.

## MANAGEMENT CHARGES

**Vacant Property Management £35.00 plus VAT** per visit for the costs associated with attending the property to carry out visual checks on its secureness.

**Property Inspection for non-managed properties £75.00 plus VAT** per visit for the costs associated with carrying out an inspection and reporting any findings.

**Local Authority Licence £90.00 plus VAT** for the costs associated with advising on and completing any licence to rent application form required, including HMO Licences.

**Instruction of contractors for non-managed or managed vacant properties £60.00 plus VAT** per contractor for the costs associated with arranging access, liaising with contractors, reporting their findings and ensuring any work has been carried out to an acceptable standard, including obtaining any warranties.

**Project Management 10-15% plus VAT** of the cost of significant maintenance or refurbishments for the costs associated with arranging access, site visits, liaising with contractors, reporting their findings and final inspection, ensuring any clearly specified work has been carried out to an acceptable standard, including obtaining any warranties.

For more information, contact us on **0207 287 4244** or **[enquiries@parkerjamesestates.co.uk](mailto:enquiries@parkerjamesestates.co.uk)**

**PRS** Property  
Redress  
Scheme

**UK**  
**ALA**  
THE UK ASSOCIATION  
OF LETTING AGENTS