

DESCRIPTION OF FEE	PERCENTAGE FEE
Full Management fees (Payable from the monthly rent for the duration of the tenancy).	12%
Let & Rent Collection Service fees (Payable from the monthly rent for the duration of the tenancy).	10%
Find a Tenant Only Service fees (Payable upon commencement of the tenancy).	8%
LEGAL	
Section 8 Possession Notice.	£175
Attending Legal Proceedings (Per hour plus travel) fees.	£125
TAX	
Quarterly statement of income and expenditure.	£20
Annual statutory landlord rental income declaration to HMRC.	£20
Quarterly tax submission to HMRC for non-UK residents (NRL scheme).	£20
ADMINISTRATION FEES	
Reproduce monthly landlord statement.	£5 per statement
Tenancy Agreement fee (applies to Find a Tenant and Let & Rent Collection Service).	£100
Rent Review Service fee (Inc Service of Section 13 Notice).	£50
Negotiating rent increase and preparing associated document mentation/addendum.	£75
Change of Tenant or Occupant Fee (includes new tenancy agreement).	£75
Referencing per Tenant/Guarantor including AML checks. (applies to Find a Tenant and Let & Rent Collection Service).	£30
Permitted occupier fee, including right to rent check.	£20
Right to Rent checks per Tenant / Occupier, (If non-UK national).	£20
Credit Card Surcharge fee.	On Application
Agent as Licence Holder for Landlord fee.	£250
Landlord Anti-Money Laundering (AML) & Identification Checking Fee.	£20
Sending a CHAPS payment in the UK.	£30
International bank transfers.	£20
Rent Guarantee Insurance, (rent up to £2,500 pcm). Including up to £100k legal protection.	From £300 per annum
Sale of Property to the Tenant, Occupant or Connected Party.	1% of sale price.
Change in ownership set-up, per property based on the work involved	From £50

DEPOSIT	
Register deposit with the DPS and issue Prescribed Information to the tenant (applies to Find a Tenant and Let & Rent Collection Service).	£50
Deposit release negotiation fee. (applies to Find a Tenant and Let & Rent Collection Service).	£50
Transferring deposit to landlord, another party or other agent during tenancy.	£100
Assistance with DPS deposit disputes, including the preparation and submission of adjudication claims.	£50 per hour
TENANCY/PROPERTY MANAGEMENT	
Inventory Check In fee*.	Min £175 Max £500
Inventory Check Out fee*.	Min £125 Max £450
Additional Property Visits (Per Visit) fee.	£50
Mid-term inspection and report*.	£100
Handle payment of any service charges & ground rent.	£20 per transaction.
Carbon Monoxide Alarm Installation.	£75 plus £30 per alarm
Smoke alarm installation.	£75 plus £30 per alarm
Energy Performance Certificate fee *.	£120
Gas Safety Record fee.	£120
Gas Safety Record and Boiler Service.	£220
Cleaning services.	Subject to Quotation
Portable Appliance Test (PAT) fee*.	Subject to Quotation
Fixed Wiring Test (EICR)*.	Subject to Quotation
Mould and Damp Report *.	Subject to Quotation
Legionella Risk Assessment fee*.	£120
Empty Property Management Service.	From £75 pcm
Locksmith attendance.	Subject to Quotation
Arranging Key for cutting.	Subject to Quotation
Attendance for delivery of non-Henry Lindsay supplier household items.	£60 per hour
Arranging decorative or refurbishment works where the cost is £1,000 or more.	10% of the invoice
Getting decorative or refurbishment quotes, if you then organise the work yourself or decide against.	Min £100 max £500
Arrange the annual registration of your rented property with UK government.	£100 including registration.

* Subject to quotation for unique properties or those exceeding 4 bedrooms and 2 reception rooms.

Charges to the landlord may include administration and contractor coordination fees. This does not affect the final amount you pay.