

## Landlord Lettings Services & Fees

We provide a range of flexible and professional lettings services tailored to suit landlords in Winchester and the surrounding areas. This guide provides a clear overview of our service levels, core fees, and additional optional services.

### Core Services & Fees

*(All Fees Are Net – No VAT Charged)*

Service Tier	Description	Fee Structure
<b>Tenant Find Only</b>	Ideal for experienced landlords. We market the property, find and vet tenants, then hand over.	<b>8% of total rent (min £500)</b>
<b>Rent Collection</b>	For landlords who want us to handle tenant payments and arrears but manage maintenance themselves.	<b>10% of monthly rent</b>
<b>Fully Managed</b>	Fully hands-off solution – we handle everything from tenant find to compliance and repairs.	<b>12% of monthly rent</b>
<b>Tenancy Renewal</b>	Preparation and execution of a new fixed-term agreement with existing tenants.	<b>£140</b>



## What's Included In Our Services

Service Feature	Tenant Find Only	Rent Collection	Fully Managed
Property valuation and marketing advice	✓	✓	✓
Advertising on portals (Rightmove, Zoopla, etc.)	✓	✓	✓
To Let board (if permitted)	✓	✓	✓
Accompanied viewings	✓	✓	✓
Tenant referencing and Right to Rent checks	✓	✓	✓
Advice on tenancy type and terms	✓	✓	✓
Tenancy agreement preparation	✓	✓	✓
Deposit registration with DPS	✓	✓	✓
Move-in day coordination	✓	✓	✓
Monthly rent collection and bank transfers	✗	✓	✓
Arrears management and reporting	✗	✓	✓
Monthly landlord statements	✗	✓	✓
Year-end income summary	✗	✓	✓
Renewal negotiation and agreement drafting	✗	✓	✓
Primary contact for tenant issues	✗	✗	✓
Routine inspections (approx. every 6 months)	✗	✗	✓
Maintenance coordination and contractor access	✗	✗	✓
Emergency repair handling (up to float limit)	✗	✗	✓
Deposit dispute resolution	✗	✗	✓
Serving legal notices (Section 21/8)	✗	✗	✓
End of tenancy check-out process	✗	✗	✓
Void period monitoring and re-marketing	✗	✗	✓



Service Level Fees		
Setup Fee	£500 minimum	
Let Only	8 % of the fixed term rent payable at the start of the tenancy	
Rent Collection	10 % of the monthly rent payable each month	
Property Management	12 % of the monthly rent payable each month	
Additional Services (Ask For More Detail, If Required)		
Service	Fee	Tick If Required
TENANT REFERENCING	£45	
TENANCY AGREEMENT	£150	
OBTAINING TITLE DOCUMENTS	£11	
ENERGY PERFORMANCE CERTIFICATE (EPC)	£90	
PROTECT THE DEPOSIT WITH DPS	£42	
ANNUAL LANDLORD GAS SAFETY CERTIFICATE	Individually quoted	
ELECTRICAL INSPECTION CERTIFICATE	Individually quoted	
ELECTRICAL PAT TEST (for up to 3 appliances)	Individually quoted	
HETAS CERTIFICATE	Individually quoted	
LEGIONNAIRES DISEASE RISK ASSESSMENT	Individually quoted	
SMOKE ALARM INSTALLATION	£60	
CARBON MONOXIDE ALARM INSTALLATION	£60	
TENANT CHECK IN	Individually quoted	
TENANT CHECK OUT	Individually quoted	
TENANCY RENEWAL	£140	
EXTRA PROPERTY INSPECTIONS	£75	
PRODUCING/SERVING NOTICES & LEGAL DOCUMENTS	£100	
ATTENDING CONTRACTOR VISITS	Individually quoted	
NEGOTIATING RENT INCREASES	Included in fees	
HMRC TAX DEDUCTING	Individually quoted	
PROFESSIONAL HOUSE CLEAN	Individually quoted	
CERTIFICATE OF CHIMNEY SWEEPING	Individually quoted	
PRE-TENANCY GARDENING	Individually quoted	
VOID PERIOD MANAGEMENT	£75	
Fees We May Charge Applicants And Tenants		
Holding Deposit	1 week's rent	
Security Deposit	5 Week's rent	
Keys/security device replacement	Charged at cost + agents time at a rate of £15/hour	
Early termination of a tenancy within the fixed term	Subject to landlord agreement & the payment of the landlord's re-letting costs	
Removal a tenant	£50	
Addition of a new tenant	£50	
Changing a tenant	£50	
Change to rental payment date	£50	
Amend the tenancy to allow a pet	£50	
Late payment of rent charged at a daily rate	3% above Bank of England base rate (per annum)	

## Additional Notes For Fully Managed Service

- We will support you in preparing and managing any insurance claims arising from damage to the property or contents.
- We will notify you of any breach of tenancy and offer guidance on your legal options.
- We may act on your instruction in pursuing arrears or damages, including working with solicitors (legal costs remain your responsibility).
- We do not assume responsibility for the property during void periods unless specifically instructed to manage during those times.

We strongly recommend landlords consider Rent Protection or Legal Expenses Insurance. Further details available on request.

