Landlord fees schedule

LEVELS OF SERVICE OFFERED

	Tenant Find: **80% of rent subject to min set up fee of £780 (inc. VAT)**	**Rent collection:** **8.4% of rent (inc. VAT) plus set up fee**	**Fully managed:** **12% of rent (inc. VAT) plus set up fee**
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find service	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord		✓	✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Tenancy Deposit dilapidation negotiations			✓
Hold keys securely throughout the tenancy term			✓

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IN ASSOCIATION WITH CARTERS CHARTERED SURVEYORS

Landlord fees schedule

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

CARTERS LETTINGS
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PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) Quote on request
- Gas Safety Certificate (GSR) Quote on request
- Electrical Installation Condition Report (EICR) Quote on request
- Portable Appliance Testing (PAT) Quote on request
- Legionella Risk Assessment: Quote on request
- Installing Smoke alarms and Carbon Monoxide: Quote on request
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy: Included
- Handling local authority licensing application (inc. VAT) per tenancy: Included for Fully Managed

START OF TENANCY FEES

Set-up Fees: 80% of first months rent, subject to a minimum of £780 per tenancy. Referencing for up to two tenants (ID and Sanctions checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees: £60 (inc. VAT) per tenant. As Set-up Fees above for additional tenants.

Guarantor Fees: £60 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Deposit Registration Fees (where collected): Included for Fully Managed Clients & £72 (inc. VAT) if not managed. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory / Schedule of Condition Fees: £180 (inc. VAT) per tenancy.

Accompanied Check-in Fees: Included as part of set up fee. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.

Landlord Withdrawal Fees (before move-in): As per agreed set up fee. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

propertymark cmp Client Money Protection

INDEPENDENT REDRESS:

www.propertyredress.co.uk

PRS Property Redress Scheme

V: MAY26

Landlord fees schedule

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DURING TENANCY FEES

Additional Property Visits: Included in management fee.
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: Included in management fee.
Rent can only be increased once a year and landlords will not be able to increase the rent within the first 12 months of the tenancy. Landlords must use the process in Section 13 of the Housing Act 1988 for increasing the rent and ensure the notice is in writing using Form 4A. Landlords must give at least two months' notice before the increase starts. The increase must be in line with local market rents.

Variations to Contract Fees: Dependant on what the variation is - quote upon request. Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies from 1 May 2026.

Right-to-Rent Follow-Up Check: Included in management fee.
Undertaking a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified. This does not apply to a Tenant-Find service.

Contractor Commission: Carters do not charge this.
To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Landlord Withdrawal Fees (during tenancy): Carters do not charge for this, we are confident you will be happy with our service.
To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-Find service.

END OF TENANCY FEES

Check-out Fees: £120 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Deposit Dispute Fee: Included in management fee.
The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute.

Fees for the service of Legal Notices: Included in management fee.

Court Attendance Fees: £350.

Vacant Property Management Fees: £60 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visuals checks on the inside and outside at a frequency mutually agreed with the landlord.

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