

LANDLORD FEE SCHEDULE

CORE LETTINGS SERVICES

SERVICE	WHAT'S INCLUDED	SET UP COST	MONTHLY FEE
 FULLY MANAGED Comprehensive management of your property and tenancy for total peace of mind.	<ul style="list-style-type: none"> Tenant find & referencing Rent collection Full property management Regular inspections Maintenance management Inventory and check out Deposit registration 	£400	10%
 RENT COLLECTION We collect the rent and handle all day-to-day management of the tenancy.	<ul style="list-style-type: none"> Tenant find & referencing Rent collection Monthly statements Deposit registration 	£400	6%
 TENANT FIND We find a tenant and manage the start of the tenancy.	<ul style="list-style-type: none"> Marketing & advertising Viewings Referencing Tenancy agreement Deposit registration 	£400	N/A

VAT Status: We are not registered for VAT. All prices listed are gross and represent the final payable amount.



Client Money Protection: We protect all client funds using LettsPay ring-fenced digital accounts, fully insured through our Client Money Protect (CMP) membership.



Property Redress Scheme: We are a member of the Property Redress Scheme (PRS), providing landlords and tenants with free, independent dispute resolution.



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anncordey.co.uk

ADDITIONAL SERVICES

FULLY MANAGED

	Rent Protection	Monthly Rent	Price
		£0 - £1,500.00	£29 per month
		£1,500.01 and above	3% of rent per month
	Section 13		
	For rent review and serving of appropriate Section 13 notice as required	£20	
	Section 8		
	For serving of Section 8 as required for possession of property to be gained.	£50	

TENANT FIND & RENT COLLECTION

	Inventory or Check Out (Document Only)	
	1 bed	£100
	2 bed	£120
	3 bed	£150
	4 bed plus	£180

COMPLIANCE AND SAFETY CERTIFICATES

FOR ALL SERVICE LEVELS

	Gas safety (GSR) (ANNUALLY)	£100
	Energy Performance Certificate (EPC) (EVERY 10 YEARS)	£135
	Electrical Installation Condition Report (EICR) (EVERY 5 YEARS)	
	1-2 beds	£180
	3 beds	£220
	4 beds	£260
	5 beds plus	subject to electrician quotation
	Smoke alarm	£50 per alarm
	Carbon monoxide alarm	£50 per alarm
	Portable Appliance Testing (PAT) (call out fee only charged if not done at same time as EICR)	£50 call out fee
		£10 per item
	Legionella Risk Assessment	£100

ADDITIONAL SERVICES

OTHER AND FINANCIAL CHARGES



Landlord Withdrawal Fees (during tenancy)

For all costs associated with advising the tenant of charges, transferring the security deposit to the landlord or new agent and returning all relevant documents held by the agent to the landlord.

£100 per tenancy



Tenancy Dispute 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. This only applies where the agent has protected the deposit.

£100 per tenancy



Court Attendance Fees

£50 per hour



Vacant & Additional Property Management Visits

Visits when either vacant, or additional when occupied, for visiting the property to undertake visual checks on the inside and outside as agreed with landlord.

£40 per visit



Management Take-over Fees

For costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

£100 per tenancy



Interest on Unpaid Commission

3% above the Bank of England Base Rate from due date until paid



Additional HMRC Reporting Fees

Responding to any queries relating to either any return or information required about the landlord, property and/or tenancy from HMRC.

£40 per HMRC request

CONTRACTOR COMMISSION & MAINTENANCE ADMINISTRATION

We arrange, coordinate, and oversee safety certifications and property maintenance on your behalf. Because independent third-party contractors charge varying base rates, the final cost to the landlord will consist of the Contractor's Invoice Cost plus our fixed Agent Administration Fee. This fixed fee is paid directly to us as the agent to cover sourcing, scheduling, vetting, and managing the works. We are not VAT registered, so no VAT applies to our fees.