

## Landlord Fees – updated 22nd August 2023

**Let Only Fee** (Please request Landlord Terms of Business for full details of services included)  
100% of one month's rent including VAT (Minimum fee £480 including VAT)

**Fully Managed Fee** (Please request Landlord Terms of Business for full details of services included) An initial letting fee of 60% of the first months rent including VAT & 12% including VAT of the monthly rent collected thereafter

### Fees and Additional extras

- Relet Fee as above
- Additional Inspections £60 incl VAT
- Inventory and report £120 incl VAT
- Serving of Notices on your behalf £120 incl VAT
- Premium Listing £60 incl VAT
- Renewal Fee £180 Incl VAT
- Serving of Rent Increase Notice on your behalf £60 incl VAT
- Serving of Notices on your behalf £120 incl VAT
- Changes to agreement/Occupation Contract by Landlord or Tenant £120 incl VAT
- Check Out Inspection and Report £90 incl VAT
- Sending letters on your behalf/correspondence to tenant £60 incl VAT
- DPS Mediation £220 incl VAT

### Managed Tenancies

- Preparation of Occupation Contracts for Converted Tenancies £120 incl VAT (Wales only)

### Let Only Tenancies

- Preparation of Occupation Contracts for Converted Tenancies £180 incl VAT (Wales only)

### Rental Ready

You will need to make sure your property is ready to rent and we can assist you in arranging the following to ensure all regulations are met (fees are dependant on the contractor used and to be confirmed with the client before instruction, Roger Parry & Partners do not charge commission in addition to the contractor fee).

- Energy Performance Certificate
- PAT Testing
- Professional Cleaning
- Gas Safety Certificate
- Electrical Testing
- Legionella Risk Assessment
- Carbon Monoxide Instillation
- Smoke Alarm Instillation
- Carbon Monoxide Instillation

## Tenant Fees Schedule – From 1st June 2019, updated 22nd August 2023

**Holding Deposit (per tenancy)** One week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

**Security Deposit (per tenancy. Rent under £50,000 per year)** Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

**Security Deposit (per tenancy. Rent of £50,000 or over per year)** Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

**Unpaid Rent** Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears for properties in England and 7 days in arrears for properties in Wales.

**Lost Key(s) or other Security Device(s)** The tenant is responsible for the cost of changing, adding or removing any lock or replacing any keys or security devices arising if it is the tenants fault, or the fault of an invitee of the tenant, that such action is required. Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s) including the cost of that contractor's labour, as evidenced by an invoice or a receipt.

**Variation of Contract (Tenant's Request) England only** £50 (inc. VAT) per agreed variation. To cover the costs associated for the variation, assignment or novation of a tenancy.

**Early termination (Tenants request) England only** Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Deposits: Deposit Protection Service  
Address: The DPS, The Pavilions, Bridgewater Road, Bristol, BS13 8AE  
Phone number: 0330 3030030  
Email address: [contactus@depositprotection.com](mailto:contactus@depositprotection.com)

Redress Scheme: The Property Ombudsman  
Address: Milford House, 43-55 Milford Street, Salisbury, SP1 2BP  
Phone number: 01722 333306  
Email address: [admin@tpos.co.uk](mailto:admin@tpos.co.uk)

Client's Money Protection Scheme: The Royal Institution of Chartered Surveyors (RICS)  
Email address: [contactrics@rics.org](mailto:contactrics@rics.org)

Rent Smart Wales: Agent Licence number #LR-75008-50052  
Address: Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA  
Phone number: 0300 133344