

LANDLORD FEES

ROOK
MATTHEWS
SAYER

Commissions, Fees and Charges

Description	Excluding VAT	Including VAT
• Fully Managed Service (per month while occupied)	12% of rent	14.4% of rent
• Rent Management.....	10% of rent	12% of rent
• Tenant Find Only Service	£500	£600

Initial Charges

Description	Excluding VAT	Including VAT
• Energy Performance Certificate (depends on size of property)	From £60	From £72
• Tenancy Agreement preparation charge	£200	£240
• Marketing Fee.....	£75.....	£90
• Unfurnished Inventory preparation charge.....	From £150	From £180
• Furnished Inventory preparation charge	From £180	From £216
• Check out and final inspection	£100	£120
• Tenant References and Right to Rent checks per tenant/applicant	£50	£60

Deposit

Description	Excluding VAT	Including VAT
• To protect a deposit with DPS on your behalf where we don't manage your property	£75	£90
• To respond on your behalf to your tenants deposit	£50	£60

Renewals

Description	Excluding VAT	Including VAT
• Renewal of a fixed term agreement	£150	£180
• Periodic tenancy arrangement fee	£150	£180

General

Description	Excluding VAT	Including VAT
• Annual statement of income and expenditure where we manage the property	£55	£66
• Quarterly tax submission for non-UK residents with no HMRC approval.....	£75	£90
• Annual tax declaration for non-UK residents with HMRC approval.....	£40	£48
• Annual statutory landlord rental income notification to HMRC.....	£10	£12
• Additional property visits (price per visit)	£50	£60
• Repairs (fully managed only). When the net cost of works exceed £750 plus VAT and an estimate is necessary – based on the total net invoice of works	10%	12%
• Arranging redecoration/refurbishment (Fully managed only) – based on the total net invoice of works.....	10%	12%
• To obtain an estimate of works for redecoration or refurbishment. (This will be deducted from our final fee if you decide to proceed)	£100	£120
• Involvement with the transfer/clearing of prepayment meters (debt to be added to fee)	£75	£90
• Obtaining quotes – we will endeavour to obtain two quotes where necessary. Additional quote requests	£50	£60
• Copy statements (each month's statement, or part thereof) – per request	£20	£24
• Arranging for additional keys to be cut (invoice from key cutter to be added to fee)	£25	£30
• Arranging pre-tenancy cleaning (cleaning invoice to be added to the fee)	£50	£60

