

# Landlords' Guide to Services & Charges



At Fraser & Co, transparency is our priority. Below, you'll find a comprehensive breakdown of our Landlord fees, inclusive and exclusive of VAT. For further information, please consult your Terms of Engagement or reach out to our team. **Safe Agent Certified** – Rest assured, Fraser & Co is a proud member of the Safe Agent Client Money Protection (CMP) Scheme, ensuring your peace of mind. **Committed to Resolution** – We are also affiliated with a redress scheme provided by The Property Ombudsman. Learn more at [tpos.co.uk](http://tpos.co.uk). For any inquiries or assistance, our team is here to help.

**Please note** that the services and fees shown below are a summary of our charges and should be read in conjunction with the complete breakdown of our terms and conditions which are attached to this document.

Description of Fee	Ex VAT	Inc VAT
<b>Comprehensive Management Service</b> Including Standard Lettings Service. Full rent guarantee and legal expenses (subject to Goodlord Terms and Conditions). Subject to a minimum fee of one month's rent plus VAT and a minimum monthly Management fee of £60 (£72 inc VAT)	15%*	18%*
<b>Standard Lettings Service</b> Subject to a minimum fee of one month's rent plus VAT	10%*	12%*
<b>Managed Only Service</b> Subject to a setup fee of £300 (£420 inc VAT) and a minimum monthly Management fee of £60 (£72 inc VAT)	5%*	6%*
<b>Vacant Property Supervision Service</b> Subject to a setup fee of £300 (£420 inc VAT) Which includes a monthly property visit. Price per month >	£85	£102

✓ Anything with the following tick is included in the Comprehensive Management Service based upon the fees payable above and you will not be charged any of the fees shown below.

<b>Tenancy Setup Fee</b> Drafting and execution of tenancy agreement if supplied by us, (drafting supplementary clauses may incur a £50 (£60 Inc VAT) charge) collecting and holding the Security Deposit, registering and issuing deposit protection certificate, Initial Right to Rent check, Open Banking based reference of the Tenants and Enhanced Pro referencing service	£300	£360
<b>Pre Letting Arrangement of Certification (Standard Lettings Service)</b> Arrangement fee of Energy Performance Certificate, Gas Safety Certificate, Portable Appliance Test, (EICR) Electrical installation condition report, Legionella Risk assessment. Carbon monoxide and smoke alarm installation (the cost of completing these works and certificates is Subject to Quotation is additional to our arrangement fee) ✓	£50	£60
<b>Renewal of Tenancy Agreement</b> Drafting and the execution of documents if supplied by us and registering and issuing deposit registration certificates.	£125	£150
<b>Preparation and Serving of any Statutory Notices.</b> Section 21 & Section 8 ✓	£100	£120

<b>Year-End Statement Reconciliation</b>		£75	£90
<b>Legal Proceedings</b> When our staff (depending on seniority) are required to attend court or arbitration hearings. Cost per hour and subject to a minimum of 2 hours.		£60- 150	£72- 180
<b>HMRC Submission of non-residential Landlord tax (Per Quarter)</b>		£20	£25
<b>Withdrawal from Proposed Tenancy</b> Applicable if the Landlord withdraws instruction after accepting an offer and through no fault of Fraser & Co or the applicant.		£200	£240
<b>HMO Local Authority Licence Application</b> Excludes cost of licence, any works and any risk assessment or other documentation required to grant the licence. The License will last for 5 years.		£400	£480
<b>Arranging decorative or refurbishment works</b> Where the cost is £1,000 or more we will charge 10% of net cost of works. For full refurbishments, we charge 10% of the total cost.			
<b>Early Termination</b> Deed of Surrender	✓	£75	£90
<b>Property Inspections</b>	✓	£100	£120
<b>Duplicate Tax Statements</b>		£20	£25
<b>Overseas Transfers</b>		£25	£30
<b>Rent Protection &amp; Legal Expenses</b> Full rent guarantee and legal expenses (subject to Goodlord Terms and Conditions) and satisfactory references. From £28.33 per month (Ex VAT)	✓	£28.33	£34

\*PLEASE NOTE: Some fees are expressed as a percentage of the agreed rent for the entire period of the tenancy. Fees for our Standard and Short Let services are payable in advance at the start of the tenancy based on the agreed term. Our Comprehensive Management Service, 18% (Inc. VAT) is payable by the frequency with which Rent is due and on the total rent payable under the terms of the tenancy. Fees are also payable at the same percentage on any renewals, extensions or periods of holding over. Please refer to our Terms of Agreement for further information.