

Landlord Fees Schedule

TLQ provides three levels of services for Landlords, Fully Managed, Let Only, and Rent Collection Only. More information on what each level of service includes can be found on our Management Services page, [click here](#). Below is our schedule of fees, all fees are inclusive of VAT. Please contact a member of the team should you have any queries.

Description	Price including VAT
Fully Managed Service Agree the market rent and find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), market the property & advertise on relevant portals, erect board outside property in accordance with Town & Country Planning Act 1990, advise on non-resident tax status & HMRC (if relevant). Collect & remit the monthly rent received, pursue non-payment of rent & provide advice on rent arrears actions, deduct commission & other works, advise all relevant utility providers of changes, undertake management visits & notify landlord of the outcome, arrange routine repairs & instruct approved contractors, hold keys throughout the tenancy term, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	15% of the rent due per calendar month for the duration of the tenancy.
Pre Tenancy Administration for Fully Managed Service Verify Tenant suitability, including referencing, credit check, Right to Rent identity and work permit checks.	£84.00
Tenancy Legal Administration Preparation and creation of Tenancy Agreement	£150.00
Rent Collection Only Service Agree the market rent and find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), market the property & advertise on relevant portals, erect board outside property in accordance with Town & Country Planning Act 1990, advise on non-resident tax status & HMRC (if relevant). Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions.	8.4% of the rent due per calendar month for the duration of the tenancy.
Let Only Service Agree the market rent & find a new (or replacement) tenant in accordance with the landlord terms of business; advise on refurbishment, provide guidance on compliance with statutory provisions & letting consents, carry out accompanied viewings (as appropriate), market the property & advertise on relevant portals, erect board outside property in accordance with Town & Country Planning Act 1990, advise on non-resident tax status & HMRC (if relevant). Collect & remit initial months’ rent received, agree collection of any shortfall and payment method, provide tenant with method of payment, deduct any pre-tenancy invoices, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	78% of the first month’s rent.
Pre Tenancy Administration for Let Only Service	£100.00
Deposit Registration (Only charged to Let Only Service upon request of the Landlord) All Tenants deposits must be registered by law. This fee is for Registering landlord & tenant details & protect the security deposit with a Government-authorised Scheme, provide the tenant(s) with the Deposit Certificate & Prescribed Information within 30 days of start of tenancy	£55.00
Renewal or Replacement Tenancy Agreement and Notices for Fully Managed Service Contract negotiation, amending & updating terms & arranging a further fixed term tenancy & agreements for existing parties.	£66.00
Renewal or Replacement Tenancy Agreement and Notices for Let Only Service	£150.00 – Tenancy Legal Administration £55.00 – Re-registration of Deposit
Re-Referencing of Tenants if required	£18.00 per tenant
Withdrawal Fee If you instruct us to proceed with a proposed Tenancy and subsequently withdraw your instructions, before the completion of the Tenancy documentation you agree to meet the reasonable costs and expenses incurred by us and pay a contribution towards our advertising costs.	£250.00
Court Attendance To attend with and/or represent you in Court – eg; eviction of tenant(s). Expenses would include travel, accommodation and parking where applicable.	Hourly rate of £42.00 per hour
Quarterly Submission of Non-Resident to HMRC	Included in the Fully Managed Service and Rent Collection Only Service
Annual Submission of Non-Resident Landlords to HMRC	Included in the Fully Managed Service and Rent Collection Only Service
Preparation of Section 13	Included in the Fully Managed Service and Rent Collection Only Service
Preparation for a Section 8 Notice Documentation Pack	Included in the Fully Managed Service and Rent Collection Only Service
Handling Deposit Dispute	Included in the Fully Managed Service and Rent Collection Only Service
Arranging of an Energy Performance Certificate (EPC)	£120.00
Arranging of a Gas Safety Certificate (GSC)	Subject to change as it is based on relevant contractor charges.
Arranging of an Electrical Installation Condition Report (EICR)	Subject to change as it is based on relevant contractor charges.
Arranging installation of Smoke or Carbon Monoxide Alarm/s	Subject to change as it is based on relevant contractor charges.
Legionnaires Risk Assessment	Subject to change as it is based on relevant contractor charges.
Arranging cutting of keys This fee covers the costs for time taken to cut keys or arrange replacement keys, permits, electronic door fobs where not supplied by the landlord.	Reimbursement of the cost (this service is only available for the Fully Managed service)
Work supervision and arrangement fees For major refurbishment and & maintenance work for work carried out in excess of £5,000.00	10% of the value of the work
Contractor referral commission Applicable on all maintenance, and pre-planned maintenance works arranged by us	12.5% of the value of the work
Care-taking Service Per visit for visiting and checking the Premises (chargeable only as an agreed additional service carried out upon written terms)	Hourly rate of £42.00 per hour
Administration charge for additional services carried out upon written request	Hourly rate of £42.00 per hour
Cancellation of Fully Managed Service or Rent Collection Only Service during the tenancy	72% of one month’s rent
Inventory, Check In appointment, and Check Out appointment (Carried out by an independent inventory clerk to protect impartiality on behalf of the Landlord, these fees are subject to change and are based on the property being unfurnished, please enquire with a member of our team for costs of furnished inventories or properties with more than 4 bedrooms)	New Inventory (unfurnished) and Check-In: One bedroom – £156.00 Two bedroom – £196.00 Three bedroom – £226.00 Four bedroom – £262.00 Re-let inventory & Check-in: One bedroom – 102.00 Two bedroom – £114.00 Three bedroom – £130.00 Four bedroom – £150.00 Check out inspection / report: One bedroom – £78.00 Two bedroom – £90.00 Three bedroom – £102.00 Four bedroom – £150.00