



Residential Lettings Landlord Services and Fees

Service Fees

Let Only:	10% + VAT (12% Inc. VAT)
Rent Collection:	12% + VAT (14.4% Inc. VAT)
Full Management:	14% + VAT (16.8% Inc. VAT)
Comprehensive Management:	20% + VAT (24% Inc. VAT)

Additional Service Fees

Deposit Registration Fee:	£36 Inc. VAT
Inventory, Check In / Out:	To be agreed (depending on size)
Tenant Referencing:	Up to 2 referencing included £50 Inc. VAT per additional referencing
Tenancy Agreement:	£150 Inc. VAT
Deed of Guarantee:	£50 Inc. VAT
Change of Sharer Administration:	£250 Inc. VAT
Pet Licence:	£50 Inc. VAT
Energy Performance Certificate:	£99 Inc. VAT
Gas Safety Certificate:	£80 Inc. VAT
HMO Application Service:	Selective Licence: £250 Inc. VAT Additional / Mandatory Licence: £300 Inc. VAT
Property Inspection (If more than two):	£60 Inc. VAT (Managed Only)
Vacant Property Management:	£100 Inc. VAT per month
Transfer by the Agent of the deposit to a different tenancy deposit scheme (if requested by the Landlord after the initial registration):	£50 Inc. VAT
Deposit negotiation and/or dispute handling (if requested by the Landlord):	£300 Inc. VAT (Let Only & Rent Collection Only)
Obtaining quotes for maintenance works at the Property estimated to cost in excess of £1,000:	£120 Inc. VAT
Arranging maintenance works at the Property which cost in excess of £1,000:	10% + VAT (12% Inc. VAT) of the total cost of the works (less our fee for arranging the quote)
Section 21 Notice:	£60 Inc. VAT (Let Only & Rent Collection Only)
Court Attendance (Tenants debt):	£100 Inc. VAT per hour
Income Tax Deductions (Overseas Landlords):	£50 Inc. VAT

**We offer bespoke packages depending on the Services requested.
Please speak to a member of staff to find out more.**

PORTLAND SERVICES

	LET ONLY	RENT COLLECTION	FULL MANAGEMENT	COMPREHENSIVE MANAGEMENT
Full marketing including photos and floorplan	✓	✓	✓	✓
Advice on regulation and legal aspects of lettings	✓	✓	✓	✓
Sourcing & introduction of tenants	✓	✓	✓	✓
Tenancy terms negotiation	✓	✓	✓	✓
Professional references (for up to two persons) including credit checks, employers, previous landlord, accountants and guarantors (if applicable) *	✓	✓	✓	✓
Tenancy Agreement*	✓	✓	✓	✓ (free)
Arranging Energy Performance Certificate	✓	✓	✓	✓
Arranging Gas Safety & Electrical Certificates (if requested)	✓	✓	✓	✓
Arranging an Inventory / Schedule of condition & Check In	✓	✓	✓	✓
Collection of initial Rent & deposit	✓	✓	✓	✓
Registration & payment of deposit with certificates issued*	✓	✓	✓	✓ (free)
Rent guarantee and legal protection*	✓	✓	✓	✓ (free)
Make any HMRC deduction and provide Tenants with the NRL8 (if relevant) *	✓	✓	✓	✓
Ongoing collection of rent		✓	✓	✓
Payment to you via BACS		✓	✓	✓
Monthly / Yearly rental statement		✓	✓	✓
Pursue non-payment of rent and provide advice on rent arrears		✓	✓	✓
Our fees spread over the term of the Tenancy		✓	✓	✓
Advise all relevant utility providers of changes			✓	✓
Advising on property licence (if applicable)			✓	✓
Main point of contact for your Tenants including emergency line			✓	✓
Arrange routine repairs and instruct approved contractors			✓	✓
Periodic property inspections (2 per yearly Tenancy) with report			✓	✓
Right to rent follow up checks			✓	✓
Arranging ongoing safety checks			✓	✓
Serving initial statutory legal notices for possession			✓	✓
Advising on deposit deductions (subject to professional inventory)			✓	✓
Organising professional cleaning at beginning & end of Tenancy			✓	✓
Property Management while vacant*			✓	✓
In addition to the above, the following is included free of Additional Fees**:				✓
<ul style="list-style-type: none"> • All professional references (including credit checks, employers, previous landlord, accountants and guarantors, if applicable) save for fees in excess of £30 charged by previous landlords or agents of the prospective tenant • Initial Tenancy Agreement & Subsequent Renewal Agreements • Deed of Guarantees • Registration & payment of deposit with certificates issued including prescribed information • Energy Performance Certificate • Annual Gas Safety Certificate • Professional inventory, schedule of condition including check-in & check-out • Rent guarantee and legal protection cover • Change of sharer administration • Pet licence if pets accepted in property 				
<p>*Additional Fees will apply ** When using the Agent's preferred supplier or scheme</p>				