



Full Management Service

Description	Fee + vat	Fee inc vat
Monthly Fee – This is a monthly commission calculated as a percentage of the monthly rent for collecting and remitting the monthly rent received, deducting commission and other works and supplying monthly statements. When required it includes pursuing unpaid rent via our stringent arrears process. This fee also covers arranging works and dealing with routine maintenance issues, holding keys and conducting 6 monthly inspections.	10% + vat	12% inc vat
Set Up Fee – This is a fee which is deducted from the first month's rent and covers us marketing your property and finding a suitable tenant as per your criteria, erecting a To Let board in accordance with the Town and Country Planning Act 1990 and advising you of any refurbishment works that we feel would enhance the property's desirability or works required in accordance with the Homes (Fitness for Human Habitation) Act 2018. This also includes the referencing and vetting of up to two prospective tenants to include financial, employment and landlord checks and where necessary seek to obtain and reference a guarantor. We will conduct Right to Rent checks in accordance with the Immigration Act 2014 on all adult occupants of the property to ensure compliance. Our dedicated in-house Property Manager will assist you in preparing the property for letting ensuring that all is in order and you are fully compliant prior to your tenant moving in.	From £350 + vat	From £420 inc vat
Deposit Registration Fee – We will register landlord and tenant details and protect the deposit with a Government authorised scheme. We will ensure that your tenants have a Deposit Certificate and Prescribed Information within the required 30 days of the start of the tenancy	£30 + vat	£36 inc vat



Inventory/Schedule of Condition Fee – Although not a legal requirement, we strongly recommend that a non-biased inventory is carried out to show the condition of the property including fixtures, fittings and furnishings. We provide the services of third-party inventory specialists to provide a non-biased report, which can prove invaluable in the event of a deposit dispute. The cost of this inventory varies depending on the number of rooms in the property and whether it is furnished or unfurnished.

From £95 + vat £114 inc vat

Landlord Withdrawal Fee – (before tenancy signing and moving in). To cover the costs associated with the marketing, advertising and tenancy set up should the landlord withdraw from the tenancy before it has started.

£250 + vat

£300 inc vat

Landlord Withdrawal Fee – (after the tenancy has started). To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by us to the landlord or new agent.

£500 + vat

£600 inc vat

Tenancy Renewal Fee – To include contract negotiation between both parties, amending and updating contractual terms and arranging and following up for the signing of a further tenancy agreement for 6 or 12 months.

£120 + vat

£144 inc vat

Rent Guarantee & Legal Expenses Cover – an insurance policy that we take out on your behalf to cover you for loss of rent and possession of your property. Terms & conditions apply

**From £240 +
vat**

From £288 inc vat

Deposit Transfer Fee – Should the landlord request the transfer of the deposit or wish to make any changes to a protected deposit during a tenancy, this fee covers the costs associated with the legal compliance for said request

£30 + vat

£36 inc vat

Deposit Dispute Fee – Where a deposit claim has not reached a satisfactory conclusion, it will be necessary for the case to be put to dispute and the Adjudicator will make a decision based on evidence from both parties. Our fee includes the costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where we have protected the deposit	£100 + vat	£120 inc vat
Check Out Fee – This includes attending the property to undertake an update schedule of condition based on the original inventory and negotiating the repayment of the deposit. This fee is dependent on the size of the property and whether it is furnished or unfurnished and will either be conducted by an agent of Page & Co or a third-party inventory specialist	From £80 + vat	From £120 inc vat
Arrangement Fee for Works – Where we arrange and project manage major works, ie refurbishments, including arranging contractors access for quotations, negotiating the best price for the works, inspecting works throughout the project and ensuring works has been carried out in accordance with the specification of works/quotations and retaining any resulting warranty or guarantee. For works £500 or over.	8.3% + vat	10% inc vat
Contractor Commission – Page & Co reserves the right to make a commission charge to any contractor instructed on behalf of the landlord. This is invoiced directly to the contractor	8.3% + vat	10% inc vat
Legal Notice Fee – Compliantly preparing and sending of legal notices (Section 8, Section 13, or Section 21)	£95 + vat	£114 inc vat
Possession Admin Fee – Liaising with your chosen legal specialist and supplying them with relevant documentation to support a possession order	From £150 + vat	From £180 inc vat



Additional Property Visits – Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the cost of attending the property and reporting back to the landlord.

£50 + vat

£60 inc vat

Submission of Non-Resident Landlord tax receipts to HMRC on a quarterly and annual basis

£25 + vat

£30 inc vat

Additional HMRC Reporting – Responding to any specific queries relating to either the quarterly or annual return from either the landlord or HMRC

£25 + vat

£30 inc vat

Empty Care Management Fee – To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord

£50 + vat

£60 inc vat

EPC (Energy Performance Certificate) Fee – Arranging with our preferred third-party specialist to carry out an assessment and provide a certificate where we need to have one for the purposes of marketing or upon expiration of a current one

£96 + vat

£114 inc vat

Gas Safety Certificate Fee – To arrange with our preferred third-party Gas Safe Engineer to carry out this test, provide certification and notify you of any remedial works if required

£90 + vat

£108 inc vat

Legionella Risk Assessment Fee – Conducting this assessment in house and providing a risk assessment report in accordance with The Approved Code of Practice

£70 + vat

£84 inc vat

HMO Planning Application Fee – Upon your instruction we will apply for the appropriate planning permission. This fee will include completion of forms, site and floor plans. (This does not include the Council's fee)

£180 + vat

£216 inc vat

Purchase of Property by Tenant – Should a tenant that we have introduced to you wish to purchase your property and you have agreed a price and terms, whether through us or through another agent, you will be liable to pay this fee

1% + vat

1.2% inc vat

Rent Collection Service

Monthly Fee – This is a monthly commission calculated as a percentage of the monthly rent for collecting and remitting the monthly rent received, deducting commission and other works and supplying monthly statements. When required it includes pursuing unpaid rent via our stringent arrears process.

8% + vat

9.6% inc vat

Set Up Fee – This is a fee which is deducted from the first month's rent and covers us marketing your property and finding a suitable tenant as per your criteria, erecting a To Let board in accordance with the Town and Country Planning Act 1990 and advising you of any refurbishment works that we feel would enhance the property's desirability or works required in accordance with the Homes (Fitness for Human Habitation) Act 2018. This also includes the referencing and vetting of up to two prospective tenants to include financial, employment and landlord checks and where necessary seek to obtain and reference a guarantor. We will conduct Right to Rent checks in accordance with the Immigration Act 2014 on all adult occupants of the property to ensure compliance. Our dedicated in-house Property Manager will assist you in preparing the property for letting ensuring that all is in order and you are fully compliant prior to your tenant moving in.

From £350 + vat

From £420 inc vat

HMO Licence Application Fee – Upon your instruction we will apply for the relevant licence and arrange for the required electrical, fire safety testing and any other required report to support the application. Our fee includes site and floor plans. Fire safety, electrical testing and Council charges are additional.

£180 + vat

£216 inc vat

Tenant Introduction Service

Set Up Fee – This is a fee which is deducted from the first month's rent and covers us marketing your property and finding a suitable tenant as per your criteria, erecting a To Let board in accordance with the Town and Country Planning Act 1990 and advising you of any refurbishment works that we feel would enhance the property's desirability or works required in accordance with the Homes (Fitness for Human Habitation) Act 2018. This also includes the referencing and vetting of up to two prospective tenants to include financial, employment and landlord checks and where necessary seek to obtain and reference a guarantor. We will conduct Right to Rent checks in accordance with the Immigration Act 2014 on all adult occupants of the property to ensure compliance. Our dedicated in house Property Manager will assist you in preparing the property for letting ensuring that all is in order and you are fully compliant prior to your tenant moving in. **Subject to a minimum fee of £500 + vat (£600 inc vat)**

**From £750 +
vat**

From £900 inc vat