

# HUNTERS ESTATE LETTING AGENTS

## Hunters Owned Estate & Letting Agents – Landlord Fee Schedule

All charges include VAT unless otherwise stated. Fees are applicable per the service type selected.

### 1. Core Letting Fees

Service	Description	Charge (inc. VAT)
<b>Fully Managed Service</b>		
Set-up Fee Fully Managed	Agree the market rent and find a tenant in accordance with the landlord's terms of business. Advise on refurbishment requirements and provide guidance on compliance with all statutory provisions and letting consents. Carry out accompanied viewings (as appropriate). Market the property and advertise on all relevant portals. Erect board outside property in accordance with the Town & Country Planning Act 1990. Advise on non-resident tax status and HMRC obligations (if relevant). Carry out Tenant referencing, Right to Rent checks and follow up Right to Rent checks. Prepare legal documents for a compliant tenancy.	£540.00 (fixed fee)
Management Fee	Collect and remit the monthly rent received; pursue non-payment of rent and provide advice on rent arrears actions; deduct commission and other works; advise all relevant utility providers of changes; undertake 6-monthly management visits and notify the landlord of the outcome; arrange routine repairs and instruct approved contractors (all of whom hold the necessary qualifications and appropriate PI and public liability insurance cover); hold keys throughout the tenancy term; make any HMRC deduction and provide the tenant with the NRL8 (if relevant).	14.4% pcm
<b>Rent Collection Service</b>		
Set-up Fee Rent Collection	Agree the market rent and find a tenant in accordance with the landlord's terms of business. Advise on refurbishment requirements and provide guidance on compliance with all statutory provisions and letting consents. Carry out accompanied viewings (as appropriate). Market the property and advertise on all relevant portals. Erect board outside property in accordance with the Town & Country Planning Act 1990. Advise on non-resident tax status and HMRC obligations (if relevant). Carry out Tenant referencing, Right to Rent checks and follow up Right to Rent checks. Prepare legal documents for a compliant tenancy	£540.00 (fixed fee)
Rent Collection Fee	Collect and remit the monthly rent received; deduct commission and other works; pursue non-payment of rent and provide advice on rent arrears actions; make any HMRC deduction and provide the tenant with the NRL8 (if relevant).	12% pcm
<b>Tenant Find / Let Only Service</b>		
Set-up Fee Tenant Find / Let Only	Agree the market rent and find a tenant in accordance with the landlord's terms of business. Advise on refurbishment requirements and provide guidance on compliance with all statutory provisions and letting consents. Carry out accompanied viewings (as appropriate). Market the property and advertise on all relevant portals. Erect board outside property in accordance with the Town & Country Planning Act 1990. Advise on non-resident tax status and HMRC obligations (if relevant). Carry out Tenant referencing, Right to Rent checks and follow up Right to Rent checks. Prepare legal documents for a compliant tenancy. Collect and remit the initial month's 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 and provide the tenant with the NRL8 (if relevant).	90% of first month's rent (minimum fee £1,032)  Alternative: 75% of first month's rent (minimum fee £720) + inventory fee
<b>All Service Types</b>		

Service	Description	Charge (inc. VAT)
Rent Protection Guarantee	Comprehensive cover for rent arrears and associated legal expenses in the event the tenant fails to pay rent. Where the service chosen does not include this cover, it is strongly recommended. Subject to satisfactory tenant references and full terms and conditions. Cover is supplied and underwritten by a third-party insurer.	£28.00 pcm or £336.00 yearly
Deposit Registration Fee	All tenants' deposits must be registered by law with a Government-authorised scheme. This fee covers registering landlord and tenant details, protecting the security deposit, and providing the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the commencement of the tenancy.	£60.00 p.a. Relet: £42.00 p.a. Let-only (hold): £42.00 p.a.
Tenant Referencing Fee	Comprehensive referencing including identity verification, immigration and visa status confirmation, financial credit checks, and references obtained from current or previous employers and/or landlords, together with any other relevant information required to fully assess affordability and suitability. Chargeable only where not included as part of our standard services.	£60.00 per person
Renewal Fee	Contract negotiation, amending and updating terms, and arranging a further tenancy agreement where both parties agree to continue.	£180.00
Rent Review & Serving a Section 13	Review of the current rent and, where this results in an agreed rent increase, preparation and service of the relevant documentation to implement the revised rent.	£60.00
Change of Sharer	Where there is a change of a named sharer within an existing tenancy, this fee covers all administration relating to the change, including updated referencing and tenancy documentation.	50% of 1 month's rent + VAT
Withdrawal Fee	If you instruct us to proceed with a proposed tenancy and subsequently withdraw your instructions before completion of the tenancy documentation, you agree to meet the reasonable costs and expenses incurred by us and to pay a contribution towards our advertising costs.	£550.00
Landlord AML / Sanction Check	Anti-money laundering and sanctions screening carried out in accordance with current regulatory requirements.	£35.00 per person
Management Takeover	Where Hunters takes over the management of your property from your current letting agent, this fee covers a full review of the current Tenancy Agreement, preparation of a new agreement if required, a property visit, smoke alarm check, full compliance review and transfer of the security deposit.	As per Set-up Fee
Flatfair Deposit or Zero Deposit Guarantee (ZDG) Processing	Where you have agreed that the tenant may purchase a Flatfair Deposit or Zero Deposit Guarantee in place of a traditional security deposit, this fee covers the administration of the deposit processing.	£120.00

## 2. Safety & Compliance

All contractors instructed by Hunters hold the necessary qualifications and appropriate professional indemnity (PI) and public liability insurance cover.

Service	Description	Charge (inc. VAT)
EPC (Energy Performance Certificate)	Instruction of a qualified Domestic Energy Assessor to provide an Energy Performance Certificate. This fee covers the cost of the certificate, arranging access and retaining the certificate.	£120.00 – £140.00
Gas Safety Certificate / Check	Appointment of a Gas Safe registered engineer to carry out the annual gas safety inspection. This fee covers arranging access and retaining the certificate. It does not include the cost of any remedial works identified.	£75.00 + Parts if applicable With boiler service:

Service	Description	Charge (inc. VAT)
		£115.00 + Parts if applicable
EICR (Electrical Installation Condition Report)	Arrangement of a full electrical installation inspection by a qualified electrician. This fee covers arranging access and retaining the certificate. It does not include the cost of the certificate or any remedial works required.	From £180.00 – £256.20
Portable Appliance Test (PAT)	Arrangement of a PAT inspection for all portable electrical appliances at the property. This fee covers arranging access and retaining the certificate. It does not include the cost of the certificate.	£50.00 – £80.00
Smoke Alarm Installation	Arranging the installation of smoke alarms by a qualified contractor.	Hard-wired: from £140.00 Battery: from £50.00 per alarm
Carbon Monoxide Alarm Installation	Arranging the installation of carbon monoxide alarms by a qualified contractor.	From £50.00 per alarm (from £75.00 inc. CO alarm unit)
Smoke / Carbon Monoxide Alarm Check	Attendance at the property to check that all alarms are present, correctly located and fully operational on the first day of the tenancy. This is a push-button test to confirm the alarm sounds.	£35.00 – £80.00
Legionnaires' Risk Assessment	Arrangement of a full Legionella risk assessment by a qualified specialist. This fee covers arranging access and retaining the certificate.	£120.00 – £210.00
Water Bacteria Testing	Arrangement of a specialist to carry out a full Water Bacteria (Legionella) Test at the property. This fee covers the cost of the certificate, arranging access and retaining the certificate.	£220.00

### 3. Management & Administration

Service	Description	Charge (inc. VAT)
Property Inspection (unmanaged properties)	Attendance at and inspection of the property with a written report provided to the landlord. Chargeable per visit for properties not under full management.	£90.00 per visit
Additional Property Visit (managed properties)	Where an additional visit to the property is required in accordance with the landlord's instructions, or due to the condition of the property or the way it is occupied, over and above the standard 6-monthly management visits included in the management fee.	£120.00 per visit
Ad Hoc / Mid-Tenancy Inspection	Attendance at and inspection of the property during the tenancy at the landlord's request, outside of the scheduled management visit programme.	£45.00 per visit
Care-Taking Service (void periods)	Visiting and checking the premises during void periods to ensure the property remains secure and in good order between tenancies.	£40.00 – £60.00 per visit
Non-Routine Managed Service	Where we are required to provide non-routine management services — for example in response to fire, flood or subsidence — or where a specific visit is requested to assess a maintenance requirement.	£90.00 per hour or £90.00 per specific visit
Work Supervision & Arrangement Fee	Covering the cost of arranging works and assessing costs with the contractor(s); ensuring works are carried out in	12% of total work value

Service	Description	Charge (inc. VAT)
	accordance with the specification of the works order; processing payment and retaining any warranty or guarantee.	
Pre- or Post-Tenancy Work Arrangement	Fee for time spent arranging quotes and organising repairs prior to the letting of the property, should a let not proceed, or during vacant periods.	£25.00 – £30.00 per quote
Additional Contractor Quotes	Where more than two contractor quotes are required by the landlord for maintenance works, this fee is charged per additional quote required.	£30.00 per additional quote
Check-Out Attendance & Report	Agreeing with the tenant(s) a check-out date, arranging an appointment for the independent inventory provider to attend and producing a written check-out report. Where the deposit is registered, this also covers instructing contractors, obtaining quotes and organising the repair or replacement of items as required. For Let-Only/Rent Collection landlords, all deposit return negotiations are conducted directly between the landlord and tenant.	See Inventory Fee Schedule (varying costs apply)
Quarterly Submission – Non-Resident Landlords to HMRC	Remitting and balancing the financial return to HMRC quarterly, deducting tax from the landlord's net rental income, making returns to HMRC quarterly and responding to any specific query relating to the return from the landlord or HMRC. An annual submission is also required.	£30.00 quarterly
Annual Submission – Non-Resident Landlords to HMRC	Annual HMRC submission to remit and balance the financial return, and respond to any specific query relating to the return from the landlord or HMRC.	£60.00 annually
Annual Summary Statement	Production of a single consolidated summary statement covering all monthly statements already issued during the year.	£60.00 annually
Preparation of Section 13 Notice	Preparation and production of a valid Section 13 Notice on the landlord's behalf to implement a formal rent increase.	£360.00
Notice Service Fee – Section 8	Where Hunters serves a Section 8 notice on the landlord's behalf, this fee covers the service of the notice and all associated administration.	£180.00
Court Attendance	Attending with and/or representing the landlord in court proceedings — for example in the event of tenant eviction. Expenses include reasonable travel, accommodation and parking where applicable.	£200.00 – £420.00 + expenses
Dispute Fee	In the event that a deposit settlement cannot be reached and Hunters is acting as Stakeholder, this fee covers the compilation of all relevant documentation including check-in and check-out reports, photographic evidence and correspondence to support the landlord's position and submit to the relevant Government-authorised Deposit Scheme.	£150.00 – £250.00 per dispute
Follow-up Right to Rent Check	Where instructed to carry out follow-up Right to Rent checks for occupants who have a time-limited right to rent in the UK, this fee covers the administration and documentation of those checks.	£80.00
Changing Light Bulbs	Time and administration costs for arranging the installation or replacement of light bulbs through no fault of any tenant, where bulbs are not supplied by the landlord or at additional request.	£15.00 – £50.00 + cost of bulbs
Key Cutting / Replacement	Time and administration costs for cutting keys or arranging replacement keys, permits, fobs or electronic door access devices where not supplied by the landlord.	£15.00 + cost of key/fob
Photocopies – Inventory / Tenancy Agreement	Per document.	£20.00 per document Mono

Service	Description	Charge (inc. VAT)
		£30.00 per document Colour
Letter for Mortgage Purposes	Preparation and issue of a formal letter confirming tenancy details for mortgage or remortgage purposes.	£30.00

## 4. Inventory & Check Out Fees

Property Type	Service	Furnished (inc. VAT)	Unfurnished (inc. VAT)
Studio	Inventory	£160.00	£120.00
	Check Out	£160.00	£120.00
1 Bedroom	Inventory	£300.00	£220.00
	Check Out	£300.00	£220.00
2 Bedroom	Inventory	£300.00	£220.00
	Check Out	£300.00	£220.00
3 Bedroom	Inventory	£300.00	£220.00
	Check Out	£300.00	£220.00
4 Bedroom	Inventory	£400.00	£320.00
	Check Out	£400.00	£320.00

### Referral Fee & Third Party Supplier Disclosure

The Third Party Supplier List and/or the Landlord Price List is not exhaustive. If you use one of our designated contractors or third party suppliers, or we arrange a service with a contractor or third party supplier on your behalf, we may charge a fee that is included in the price. This referral or arrangement fee charge is 12% on top of the contractor's price. Full details are available upon request before any works are instructed or any commitment is made.

***This office is a member of The Property Ombudsman Redress Scheme.***