

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)
Fully Managed Service		
Set-up Fee Fully Managed & Rent Collection	Agree the market rent and find a 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 and HMRC (if relevant)	£540.00 (fixed fee) (Includes Inventory)
Management Fee with Rent Protection	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) with RRP Rent protection.	18% pcm to include Rent Protection Guarantee
Management Fee	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 pcm
Rent Collection Service		
Rent Collection Fee with Rent Protection	Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions, make any HMRC deduction & provide tenant with the NRL8 (if relevant) with RRP Rent Protection.	13.2% pcm to include Rent Protection Guarantee
Rent Collection Fee	Collect & remit the monthly rent received, deduct commission & other works, pursue non-payment of rent & provide advice on rent arrears actions, make any HMRC deduction & provide tenant with the NRL8 (if relevant).	11% of the rent pcm
Tenant Find / Let Only Service		
Set-up Fee Tenant Find / Let Only	Agree the market rent & find a 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).	90% of the first months' rent, subject to a minimum fee of £900.
All Service Types		

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.	£36.00 pcm or £420.00 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.
Tenant Referencing Fee	Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords) & any other relevant information to assess affordability. Chargeable only when not taken as part of our standard services.	£60.00 per person
Renewal Fee	Contract negotiation, amending & updating terms & arranging a further tenancy & agreements if both parties agree.	£174.00 based on a fixed fee
Preparation of Section 13 on a Tenant Find/Let Only	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.	£290.00
Notice Service Fee – Section 8 Documentation pack	Where Hunters serves a Section 8 notice on the landlord's behalf, this fee covers the service of the notice and all associated administration.	£695.00
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.	£540.00
Landlord AML / Sanction Check	Anti-money laundering and sanctions screening carried out in accordance with current regulatory requirements.	£20.00 per person

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.	£129.00 – £155.00
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.	£110.00 – £146.00
EICR (Electrical Installation Condition Report)	To arrange access and retain certificate.	Starts from £140.00
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 the smoke and carbon monoxide alarms.	From £50.00 per alarm

Service	Description	Charge (inc. VAT)
Legionnaires' Risk Assessment	Arrangement of a full Legionella risk assessment by a qualified specialist. This fee covers arranging access and retaining the certificate.	Starts from £120.00

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
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.	£30.00 – £45.00 per visit
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
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.	£240 + expenses
Dispute Fee	In the event that a settlement cannot be made as us acting as Stakeholder. This fee covers compiling the relevant documentation to support the landlords position.	£150 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.	£72.00
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 – £54.00 + 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.	£10.00 – £18.00 + cost of key/fob
Photocopies – Inventory / Tenancy Agreement	Per document.	£18.00 – £30.00 per document
Letter for Mortgage Purposes	Preparation and issue of a formal letter confirming tenancy details for mortgage or remortgage purposes.	£15.00 – £30.00

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 can range from 1% to 50% 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.