

Landlord fees and charges

Fees are expressed as a % of the total rent due under the tenancy. Letting and management fees are payable monthly in advance for the duration of time a tenant introduced by KFH remains in the property.

Minimum letting fee is £1,440.00 (£1,200.00 + VAT)

VAT is included @ 20%, where applicable

Letting service 12%
Advise on market rent; advise on refurbishment; provide guidance on safety and legal issues; market the property on certain websites; erect a board; introduce an applicant; carry out accompanied viewings; collect and remit rent received, hold deposit as stakeholders, advise on tax status; deduct commission; advise on non-payment of rent; make any HMRC deductions due

Short let service
For tenancies under six months 31.2%
As letting service above, all rent to be paid in advance

Management service Long let 16.8%
In addition to the letting or short let service above, advise utility providers and local authority of changes; carry out routine property visits twice per annum and notify landlord of outcome; arrange routine repairs and renewal of safety records; obtain estimates; re-check tenants right to rent; hold keys; arrange check-out appointment; negotiate any claim against deposit, distribute deposit as agreed between parties, remit landlord dispute to TDS for adjudication

Pre let service
Charged as a % of net invoiced works 12%
Instruct works on your behalf before a tenancy starts to prepare the property for letting

Caretaking service
Charged per property visit £120.00
Visit untenanted property as often as agreed; advise of any obvious works or repairs necessary

Rent and legal protection fee

Contractual rent is £3,000 per month or less	£48.00
Contractual rent is between £3,001-£4,000 per month	£120.00
Contractual rent is between £4,001-£5,000 per month	£150.00
Contractual rent is above £5,000 per month	3.6%

Additional or optional charges

– APT initial tenancy agreement, per tenancy (to include all tenant and guarantor reference checks and initial right to rent checks)	£450.00
– Non-AST initial tenancy agreement (excluding referencing and right to rent checks), per party	£300.00
– Rent review/service of Section 13 fee, per notice	£300.00
– Service of Section 8 fee, per notice	£300.00
– Renewal non-AST tenancy agreement, per party	£240.00
– Addendum or memorandum	£120.00
– Abortive letting administration fee	£600.00
– Initial reference (to include initial right to rent checks), per tenant, guarantor or company	£66.00
– Renewing right to rent check (non-managed), per person	£42.00
– AML check (per initial tenant, guarantor or company beneficial owner, to be paid by the landlord)	£10.00
– Land Registry check	£7.00
– TDS deposit protection administration charge (first 12 months)	£60.00
– TDS deposit protection administration charge per annum, after first 12 months	£30.00

– Zero Deposit protection administration charge (first 12 months)	£60.00
– Zero Deposit protection administration per annum, after first 12 months	£30.00
– Preparing deposit claim for TDS adjudication (non-managed)	£240.00
– HMO licence application (preparation and submission of an HMO licence, per property)	£540.00
– Preparing inventory listing and check-in	
1-3 bedrooms	£185.00
4-5 bedroom	£245.00
6+ bedrooms	Price on application
– Gas Certificate arrangement fee	£42.00*
– Electrical Installation Condition Report arrangement fee	£42.00*
– Energy Performance Certificate arrangement fee (mid-tenancy only)	£42.00*
*plus cost of certificate or report, which is a third-party charge TBC upon application	
– Key cutting, per set (excluding cost of keys, management service only)	£24.00
– Security key cutting or obtaining security devices per hour (excluding cost of keys or device)	£60.00
– Additional property visits, per visit	£120.00
– Waiting at properties (deliveries, contractors, etc) per hour (subject to two hour minimum)	£60.00
– Supervision of works which exceed £1,200.00 (combined), as a % of net invoiced cost	12%
– Referral fee paid to agent from any contractor/supplier instructed on landlord's behalf, as a % of total invoice	12% - 20%
– Tax administration, per quarter (non-UK residents)	£90.00
– Copy statements, per copy	£12.00
– Copy statements, per annual tax period	£96.00
– Income and expenditure report, per report	£120.00
– Court attendance half day or part thereof (plus cost incurred as a result of our attendance)	£480.00
– Applying for consent to let (excluding any charges imposed by other party)	£60.00

Kinleigh Folkard & Hayward are members of The Property Ombudsman Scheme and the Propertymark Client Money Protection (CMP) Scheme.