



MARCHANTS

Letting Fees

Choosing the right service level for you

Here at Marchants, we want to ensure you have the ultimate in choice, so we offer three fantastic service options to all of our valued landlords.



1

Tenant find service

Perfect for landlords who have the time and experience to manage their own investment but want the reassurance and convenience of a professional marketing and tenant vetting service.

Fee

£200 Set up fee*
10% of 6 months' rent

2

Letting and rent collection service

Perfect for landlords who will manage the upkeep of the property themselves but don't want to take on the hassle of rent collection or the legal compliance issues.

Fee

£200 Set up fee*
8% of monthly rent

3

Fully managed letting service

Perfect for landlords who have limited time, or are travelling/living overseas, and want to outsource the entire day-to-day tenancy management and upkeep of their property investment to a professional property management agent.

Fee

£200 Set up fee*
15% of monthly rent

* plus additions legally required listed on p.3

	1	2	3
Property appraisal and rental valuation	●	●	●
Marketing and advertising	●	●	●
Source suitable tenants	●	●	●
Accompanied viewings and feedback	●	●	●
Arrange mandatory safety checks	■	■	■
Take up references and AML check	■	■	■
Draw up initial tenancy agreement	●	●	●
Arrange for a start of tenancy clean			■
Property Inventory and statement of condition	■	■	■
Collect deposit and first months rent	●	●	●
Oversee tenant check-in	●	●	●
Register deposit with a TDP scheme	■	■	■
Transfer utility supplier accounts		●	●
Rent collection and payment to landlord		●	●
Monthly itemised statement to landlord		●	●
Deal with any arrears		●	●
Conduct regular property inspections			●
Deal with tenant issues and queries			●
Advise on any repairs required			●
Arrange servicing and maintenance			●
Arrange emergency repairs out-of-hours			●
Serving of statutory notices (Sections 8,13 or 21)	■	■	●
Tenancy renewals and rent reviews	■	■	■
Conduct tenant check-out	■	■	●
Arrange a deposit return	●	●	●
Submit an annual rent submission to HMRC	●	●	●

● Included in the fee ■ Available at an additional cost

Service	Cost
● Energy Performance Certificate (EPC) - A legal requirement which lasts 10 years	£90
● Gas Safety and Boiler Service - Required at start of tenancy and once a year to comply with the law	£140 + £45 per additional gas appliance
● Referencing and Anti-Money Laundering (AML) Check	£45pp
● Registration of Deposit with a TDP Scheme - A legal requirement if we are holding the tenants deposit	£50
● Electrical Installation Condition Report (EICR) - Required at start of tenancy and every 5 years	1 / 2 / 3 Bedroom Flat From £150 / £165 / £170
	2 / 3 / 4 / 5+ Bedroom House From £195 / £210 / £225 / £250+
Inventory	Studio £90
	1 Bedroom £106
	2 Bedroom £121
	3 Bedroom £147
	4 Bedroom £177
	5+ Bedroom £212
Cutting of Keys	£10.00 + £3.00 per key
Legionella Risk Assessment - We can arrange for a professional assessment to be completed on your behalf	on application
Changes to tenancy agreement mid term - eg. change of sharer (excluding referencing fee)	£75
Changing to a periodic tenancy - This includes the re-protection of the deposit	£90
Serving of statutory notices - Includes Sections 8, 13 or 21	£40
Handling of insurance claims - This includes arranging the insurance company assessment on your behalf	£50
Arranging excess works - Fully managed properties where contractors works exceed £750 excluding VAT	10%
Tenancy renewal and rent review - Negotiating a new agreement and review of the rent value	£90
Tenant check out - Included in the fully managed service but can be added for a charge on the other service levels	£100
Handling of end of tenancy deposit dispute (Fully Managed) - Upon a tenant registering a dispute, we will advise you on the details of your tenants claim, help formulate a response and submit this to the adjudicator with evidence	£50
Handling of end of tenancy deposit dispute (other letting service levels) - Please see above	£150
Attendance at Court - Half day / Full day - Cost of travel and necessary accommodation will also be added	£100 / £200

- Legally required

Please Note

We do not charge VAT on any letting fee or additional service involved in the lettings. If you require services not listed above this is no problem. We are able to arrange a multitude of services on your behalf and simply cannot list them all. Prices accurate at time of production. 01/01/21