

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



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Service levels to suit you

	1	2	3
Property appraisal and rental valuation	●	●	●
Marketing and advertising	●	●	●
Source suitable tenants	●	●	●
Accompanied viewings and feedback	●	●	●
Arrange mandatory safety checks	■	■	■
Take up full references, right to rent and AML checks	■	■	■
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 the section 8 notice (regaining possession)	■	■	●
Mid tenancy rent reviews (serving of the section 13 notice)	■	■	■
Conduct tenant check-out	■	■	●
Arrange a deposit return	●	●	●
Submit an annual rent submission to HMRC	●	●	●

● Included in the fee ■ Available at an additional cost



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Additional Charges

	Service		Cost
●	**Landlords Ownership & AML Check** - A legal requirment and to be undertaken at the start of managment.		**£30pp**
●	**Energy Performance Certificate (EPC)** - A legal requirment which lasts 10 years		**£110**
●	**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**
●	**Electrical Installation Condition Report (EICR)** - Required at start of tenancy and every 5 years	**1 / 2 / 3 / 4 Bedrooms**	**From £170 / £190 / £205 / 240**
●	**Registration of Deposit with a TDP Scheme**		**£50**
	Referencing for Appliants and Guarantors (if applicable) - Includes 'right to rent' check and 'AML'		**£50pp**
	Inventory	**1 Bedroom**	**£106**
		2 Bedroom	**£121**
		3 Bedroom	**£147**
		4 Bedroom	**£177**
		5+ Bedroom	**£212**
	Cutting of Keys		**£10.00** **+ £4.00 per key**
	Legionella Risk Assessment - We can arrange for a professional assessment to be completed on your behalf		**POA**
	Changes to Tenancy Agreement Mid Term - eg. Change of sharer (excluding referencing fee)		**£50**
	Rent Review and Serving of Section 13 Notice - To include a current market valuation, rental rise negotiations with tenant and serving of section 13 notice (for the rent increase) using 'Form 4A'		**£120**
	Serving of Section 8 Notice - To regain possession to the propery (included in fully managed service)		**£120**
	Handling of Insurance Claims - This includes arranging the insurance company assessment on your behalf		**£75**
	Arranging Excess Works - Fully managed properties where contractors works exceed £750 excluding VAT		**10%**
	Tenant Check Out - Included in the fully managed service but can be added for a charge on the other service levels		**£150**
	Handling of End of Tenancy Deposit Dispute - Upon a tenant registering a dispute with the TDP Scheme, we will advise you on the details of your tenants claim, help formulate a response and submit this to the adjudicator with evidence	**Fully Managed**	**£50**
		Other Service Levels	**£150**
	Attendance at Court - Half day / Full day - Cost of travel and necessary accommodation will also be added		**£200 / £400**

● 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. 21/10/26

Legal Obligations



We keep up with the latest legal information to ensure that you meet all your obligations, offering our support and guidance all the way. Prior to renting (and during a tenancy), you need to obtain the following certification:

1

Energy Performance Certificate (EPC)

This rates the properties energy efficiency and environmental impact, and is valid for **10 years**. A copy of the EPC must be issued to tenants. If you don't have a current EPC, we can arrange an inspection on your behalf.

2

Gas Safety Certificate (LGSR)

Gas appliances and flues must be tested **every 12 months**, and a gas safety record must be provided to existing tenants within 28 days of the safety checks, and to new tenants prior to moving in – you must keep copies of the safety check documents for 2 years. All pipework, appliances, fittings and flues must be safe and maintained in a good condition. All gasworks and checks must be conducted by a gas safe registered engineer – we can arrange this for you so you don't have to worry.

3

Electrical Installation Condition Report (EICR)

It is a legal requirement for all landlords to have an EICR by a registered electrician **every 5 years**. The electrical installation in any rented property must be safe when the tenant moves in and maintained for the duration of the rental period.

In addition, the following listed items must also be observed;

1. Smoke and carbon monoxide detectors
Landlords are required to install smoke alarms on every floor of the rental property and test them at the start of every tenancy. You must also install carbon monoxide alarms in high risk rooms, such as those with a solid fuel or gas heating system.

2. Furniture and furnishings
Any upholstered furniture and soft furnishings must comply with current regulations, including bed frames, mattresses, sofa beds, headboards, pillows, cushions, seat pads and even garden furniture that may be used indoors – items manufactured prior to 1950 are exempt. Look for the compliance label attached to these items, and ask your agent if you're in any doubt.

3. Legionella
With 300 - 400 cases of Legionnaire's Disease reported in the UK every year, landlords have a legal responsibility to ensure that exposure to risk is assessed and controlled. During void periods, it's worth running taps and showers periodically, and cleaning limescale and algae from taps and showerheads. For more information, please visit the Health and Safety Executive website.

Other essential information

There are also a few other things that may also apply depending on your circumstances…

1. Consent to let
You must obtain written consent from your lender if your property is mortgaged. If it's a leasehold property, you may need written consent from your block managment or freeholder.

2. Houses in Multiple Occupancy (HMO)
Depending on which local council district your property is located in, can dictate whether your property will require a HMO registration. We will advise you on this during our initial lettings assessment.

3. Buildings insurance
You have a legal requirement to have a buildings insurance policy on your rental property. You may also wish to consider contents insurance and additional policies to cover rent guarantee and legal expenses.

4. Rental income and tax
As a landlord, you will be responsible for assessing any tax you are liable for in relation to your rental income. We would recommend seeking independent advice from an accountant to ensure you've got everything covered but here is a brief list of what to consider; income tax, national insurance and non-resident landlord (NRL) scheme for overseas landlords.

my deposits DEPOSIT PROTECTION
naea propertymark PROTECTED
The Property Ombudsman

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