

Landlords' Guide to Services and Fees



We are committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask a member of our team.

Spencers is a member of and covered by the RICS Client Money Protection Scheme. Spencers is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk

Description of Fee	Net (exclusive VAT)	Gross (inclusive VAT)
Full Management (FM) Subject to a £600 (£720 Inc VAT) minimum fee per tenancy per year	13% of monthly rent	15.6% of monthly rent
Standard Letting Service (SLS) Subject to a £600 (£720 Inc VAT) minimum fee per tenancy per year	10% of monthly rent	12% of monthly rent
Marketing Only Service (MOS) Subject to a £400 (£480 Inc VAT) minimum fee	Half of one months rent + VAT	
Rent and Legal Protection insurance (FM/SLS)	2.4% exc. IPT of monthly rental	2.69% inc. IPT of monthly rental
Deposit/Deposit Replacement Service (FM/SLS)	£3.33pcm	£4pcm
Referencing Fee (inc verification of details, credit check, employer, landlord and accountant reference [if available])	£20.83	£25
Tenancy Agreement (drafting and execution of document if supplied by us)	£250	£300
Tenancy Extension/Renewal Service fee (drafting and execution of document if supplied by us)	£125	£150
Exclusive Tax Service (FM/SLS)	£65	£78
Property Preparation Service	Subject to Quotation	
Attending Legal Proceedings (Per Hour plus travel)	£200	£240
Arranging non routine maintenance as required (management and instruction of contractor works)	10% of the net invoice	12% of the net invoice
Additional Property Visits	£55 per visit	£66 per visit
Deposit Transfer/Mid Term Transfer	£100	£120
Additional Annual HMRC Reporting	£15	£18
Landlord Regulation Checks Includes; HMO Licence monitoring, Deposit/Deposit Replacement Service, Service of Notices, Legislative Horizon Scanning, Checking Smoke and CO Alarms at commencement of tenancy.	£9.50pcm	£11.40pcm
HMO Licence Application (excludes cost of licence and any risk assessmet or other documentation required to grant the licence)	£200	£240
Right to Rent Re-Checks	£100	£120
Formulating Deposit Adjudication Claim	£200	£240
Inventory Preparation Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£50 min / £500 max	£60 min / £600 max
Inventory Check In Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£50 min / £500 max	£60 min / £600 max
Inventory Check Out Unique or unusual houses and those exceeding 5 bedrooms with 2 reception rooms will be subject to quotation	£50 min / £500 max	£60 min / £600 max
Energy Performance Certificate fee	Subject to Quotation	
Gas Safety Record fee	Subject to Quotation	
Portable Appliance Test fee	Subject to Quotation	
Periodic Electrical Inspection fee	Subject to Quotation	
Legionella Risk Assessment fee	Subject to Quotation	

Countrywide Residential Lettings Ltd trading as Spencers, Registered Office Greenwood House, 1st Floor, 91-99 New London Road, Chelmsford, Essex, CM2 0PP. Registered in England Number 02995024 which is an agent and subsidiary of Countrywide Estate Agents, Registered Office Greenwood House, 1st Floor, 91-99 New London Road, Chelmsford, Essex, CM2 0PP. Registered in England Number 789476

