

# elliswinters&co: fees

## Fees to Landlords

### Introduction only:

50% of monthly rental + VAT (60% inc VAT)  
or minimum £350 + VAT (£420 inc VAT)

Agreeing the market rent and finding a tenant in accordance with the landlord guidelines.  
Advising on refurbishment.  
Producing property details including floor plans and photographs.  
Providing guidance on compliance with statutory provisions and letting consents.  
Carrying out accompanied viewings (as appropriate).  
Marketing the property and advertising on relevant portals.  
Erecting board outside property in accordance with Town and Country Planning Act 1990.  
Drawing up lease and preparing all landlord paperwork associated with tenancy.  
Advising on non-resident tax status and HMRC (if relevant).  
Collecting and remitting initial months' rent received, deducting any pre-tenancy invoices and fees and agreeing collection of any shortfall and payment.  
Providing tenant with method of payment.  
Collecting deposit and transferring to landlord.  
Making any HMRC deduction if applicable.  
Providing inventory (if required).

### Inventory:

£100 + VAT (£120 inc VAT)

Preparing full inventory of property including photographs.

### Extension to Lease Fee (Fixed Term):

£75 + VAT (£90 inc VAT)

Reviewing rent in accordance with current market values and advising landlords.  
Negotiating with tenant for further fixed term.  
Directing tenant to make payment change as appropriate.  
Issuing extension to lease.

### Rent Review Fee (Statutory Periodic):

£50 + VAT (£60 inc VAT) per Section 13 notice

Reviewing rent in accordance with current market values and advising landlords.  
Negotiating with tenant.  
Directing tenant to make payment change as appropriate.  
Serving Section 13 notice.

### Lease Fee only (no Marketing or Referencing):

£100 + VAT (£120 inc VAT) per lease

Drawing up lease.  
Preparing all landlord paperwork associated with tenancy.

### Section 21 Notice:

£100 + VAT (£120 inc VAT) per Section 21 notice

Issuing Section 21 notices.

### If you have any questions on the above, please ask a member of our Lettings team

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