

LANDLORDS FEE SCHEDULE

MCLARENS

SURREY HOMES

✔ Let only	12% inc VAT
✔ Rent collection	12% inc VAT
✔ Managed property	18% inc VAT

Charges applicable to all tenancies

Set up fee to include:	£400.00
✔ Referencing for all tenants including guarantors	
✔ Administration and tenancy agreement	
✔ Deposit registration and administration with the Tenancy Deposit Scheme	
Renewal negotiation and administration	£120.00

Additional Fees – all fees are only charged if service is required

✔ Energy performance certificate	£100.00
✔ Legionella risk assessment	£120.00
✔ Carbon dioxide and smoke alarms where provided are charged at	£20.00 per item
✔ Landlord Gas Safety	£120.00
✔ Key cutting plus the cost of keys	£12.00
✔ Arrangement of works exceeding £2000	10%
✔ Preparation of Court appearance paperwork	£120.00
✔ Court attendance per hour	£60.00 p/h
✔ Preparation and submission of DPS claim	£100.00
✔ Additional Property visit and report	£60.00
✔ Pre-tenancy preparation of property	£60.00 p/h
✔ Minimum letting fee	£8400.00
✔ Withdrawal from the offer once referencing process has been started	£240.00
✔ Use and supervision of own lease	£120.00
✔ Supervision of insurance claim	£120.00
✔ Hourly rate for additional works undertaken	£60.00 p/h
✔ Sale of property to a tenant introduced by Mclarens Lettings	1.5%
✔ Early termination charge if the landlord sells the property to a third party with the tenants in situ	£480.00
✔ Electrical Installation Condition Report	from £160.00

