

Landlords' Guide to Services and Charges

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.

Greene & Co is a member of and covered by the ARLA/Propertymark Client Money Protection Scheme. Greene & Co is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk

Description of Fee	Excluding VAT	Including VAT
Management Service Level		
Management Service fees	14%	16.8%
Landlord fee	£275	£330
Rent Collection Service Level		
Rent Collection Service fees	10%	12%
Landlord fee	£275	£330
Letting Only Service Level		
Letting Only Service fees	8%	9.6%
Landlord fee	£275	£330
Short Let Service Level		
Short Let Service fees	20%	24%
Landlord fee	£275	£330
Minimum fee		
All service levels are subject to a minimum fee per tenancy, per year	£1,000	£1,200
Renewal fees		
Should a tenancy extend beyond its initial terms then the above agreed fee will reduce by	2%	2.4%
All above fees reduce by 2% each year until year four when they cease. If there is a requirement for the service to continue then the figure will remain at the year three's level thereafter.		
Recommended Additional Services		
Rent and legal protection insurance (only available for services where rent is collected by Greene & Co.)	£30pcm	£36pcm
Inventory preparation fee	subject to quote	
Inventory check in fee	subject to quote	
Inventory check out fee	subject to quote	
Other Additional Services		
Additional property visits (per visit) fee	£50	£60
Arranging non routine maintenance fee (as required) of net cost of works	10%	12%
Formulating deposit adjudication claim fee	£200	£240
Right to rent re-checks fee	£100	£120
Arranging replacement keys fee	£30	£36
Service of Notices (per notice) fee	£100	£120
Annual HMRC statements fee	£40	£48
Attending legal proceedings (per hour plus travel) fees	£200	£240
Deposit Registration/Renewal/Transfer/Midterm fee	£100	£120
Safety and compliance documents additional services		
*HMO Licence Application fee	£200	£240
Energy Performance Certificate fee (EPC)	subject to quote	
Gas Safety Record fee	subject to quote	
Portable Appliance Test fee	subject to quote	
Periodic Electrical Inspection fee (EICR)	subject to quote	
Legionella Risk Assessment fee	subject to quote	

* This fee excludes the cost of the Local Authority Licence and any risk assessment or other documentation required to grant the licence

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