LANDLORD FEE SCHEDULE

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Boot&Son
Chartered Surveyors Est 1919

Schedule of fees effective for services from October 2026

LETTING SERVICES:

	Fully Managed: Set up fee £350 inc. VAT (for new lets) Plus monthly commission of 12% inc. VAT	**Let Only: Set up fee £525 inc. VAT**
	✓ = Included in service at no additional fee	
Rental Appraisal and agreement of asking rent	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓
Advise on refurbishment requirements	✓	✓
Erect 'To Let' board in accordance with Town and Country Planning Act 1990 (where applicable)	✓	✓
Market the property and advertise on property portals	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓
Complete tenancy agreement	✓	✓
Collect and remit initial months rent	✓	✓
Provide tenants with method of payment	✓	✓
Deduct any pre-tenancy invoices	✓	✓
Advise all relevant utility providers of commencement of tenancy and meter readings	✓	✓
Register deposit with deposit protection scheme	✓	
Prepare Inventory and Schedule of Condition and undertake Check-in inspection	✓	
Collect and remit monthly rent	✓	
Pursue non-payment of rent and provide advice on rent arrears actions	✓	
Undertake periodic inspections during the tenancy and provide inspection report to landlord	✓	
Arrange routine repairs and instruct approved contractors	✓	
Rent reviews and tenancy renewals to existing tenants	✓	
Issuing of notices to determine the tenancy (Section 8)	✓	
Undertake end of tenancy Check-out inspection	✓	
Security deposit dilapidation negotiations	✓	
Preparation and submission of evidence to support deposit disputes	✓	

ADDITIONAL PRE TENANCY FEES (Let only and Fully Managed services) For arranging and facilitating statutory compliance, if not provided upon instruction or undertaken by the landlord	
Referencing of prospective tenants	£50.00 inc. VAT per successful applicant
Energy Performance Certificate (EPC)	£100.00 inc. VAT
Gas Safety Certificate and service	£100.00 inc. VAT
Electrical Installation Condition Report	£275.00 inc. VAT (this may vary depending on the size of the property)
Portable Appliance Testing	£20.00 inc. VAT per appliance
Legionella Risk Assessment	£80.00 inc. VAT
Provision and Installation of Carbon Monoxide Alarm	£60 inc. VAT per alarm
Guarantor Fee: Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement)	£50.00 inc. VAT per guarantor
Landlord Withdrawal Fees (before move-in). To cover the costs associated with the marketing, advertising and tenancy set-up, should the landlord withdraw from the market before it has started	£475.00 inc. VAT
12 Months Rent Guarantee Insurance (subject to satisfactory applicants) **This is only available on Fully Managed properties**	Quoted for on an individual basis.
Provision of Additional keys	£50.00 Inc. VAT (for one additional copy of up to 2 standard key (Yale or Mortice)

OTHER FEES AND CHARGES (Fully Managed Services Only)	
Management Take-over Fees: To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, undertaking inspection of property, receiving and protection of the security deposit and providing all necessary legal documentation to the tenant.	£150.00 inc. VAT per tenancy (Payable upon instructions)
Landlord Withdrawal Fees (during tenancy): To cover the costs associated with advising the tenant of the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord (Fully Managed Service only).	£360.00 inc. VAT per tenancy
Letting to a new tenant under an existing management agreement Fee:	£250.00 inc. VAT per tenancy
Annual Income and Expenditure Schedule provision Fee:	£60.00 inc. VAT per tenancy
Assistance in acquiring non-UK resident landlord HMRC Approval number	£60.00 inc. VAT
Attendance for Court or Bailiff Proceedings	£50 inc. VAT per hour

LET ONLY SERVICE Optional Additional Services – Payable upon instructions	
Preparation of Inventory and Schedule of Condition and undertake Check-In inspection	£120.00 inc. VAT
Registration of Deposit with deposit protection scheme	£30.00 inc. VAT
Periodic Inspections: Should the Landlord request us to undertake inspections during a tenancy and provide inspection report	£100.00 inc. VAT per inspection
Rent Review Fees: Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment changes as appropriate, issuing of Section 13 notice.	£200.00 inc. VAT per tenancy
Right to Rent Follow-Up Check: Undertake a repeat check on tenants on a time limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified.	£100.00 inc. VAT per check
End of Tenancy Check-out Fee: Attend property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit	£300.00 inc. VAT per tenancy
Tenancy Deposit Dispute Fee: The cost associated with the preparation of all evidence and submitting the case to the tenancy deposit schedule as well as dealing will all correspondence relating to the dispute. This only applies where the agent has protected the deposit	£400.00 inc. VAT per tenancy
Issuing and completion of Prescribed Information	£100.00 inc. VAT per tenancy
Variations of Tenancy Agreements	£150.00 inc. VAT per tenancy

Please ask a member of staff if you have any questions about our fees