

# 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.

Clive Watkin is a member of and covered by the RICS Client Money Protection Scheme. Clive Watkin is also a member of a redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk)

Description of Fee	Net (exclusive VAT)	Gross (inclusive VAT)
<b>Full Management (FM)</b>	13% of monthly rent	15.6% of monthly rent
<b>Rent Collection (RC)</b>	10% of monthly rent	12% of monthly rent
<b>Let Only (LO)</b>	8% of total value of rent	9.6% of total value of rent
<b>Rent and Legal Protection insurance (FM/RC)</b>	2.77% exc IPT of monthly rental	3.10% inc IPT of monthly rental
<b>Tenancy Deposit Protection Scheme (FM/RC)</b>	£3.33pcm	£4.00pcm
<b>Tenancy Deposit Protection Scheme (LO)</b>	£40.00	£48.00
<b>Tenancy Agreement</b> (drafting and execution of document if supplied by us)	£250.00	£300.00
<b>Tenancy Extension</b> (drafting and execution of document if supplied by us)	£104.17	£125.00
<b>Administration Fee</b> (set up of individual account for rental and deposit payments, organising and checking gas certificates, EPC's and Right to Rent checks)	£50.00	£60.00
<b>Notice of Possession</b> (drafting and execution of Section 21 and Section 8 Notices)	£75.00	£90.00
<b>Exclusive Tax Service (FM/RC)</b>	£65.00	£78.00
<b>Pre-Tenancy Clean</b>	minimum £60.00	minimum £72.00
<b>Court attendance</b> (member of CRL's staff to attend court to give evidence)	£200.00 per day or part thereof	£240.00 per day or part thereof
<b>Works over £350</b> (management and instruction of contractor works)	10% of the net invoice	12% of the net invoice
<b>Property Visits</b>	£100.00 per visit	£120.00 per visit
<b>Checking &amp; Transferring a deposit</b>	£62.50	£75.00
<b>Additional Reporting to HMRC</b>	£15.00	£18.00
<b>Empty Care Service</b> (supervision of and property visits to unoccupied properties)	£100.00 per visit	£120.00 per visit
<b>GSR checking</b> (checking of landlords existing copy of the Gas Safety Certificate, to ensure compliance)	£20.00	£24.00
<b>Arranging Keys</b> (replacement keys and/or additional copies)	£8.33 plus cost of keys	£10 plus cost of keys

Countrywide Residential Lettings Ltd trading as Clive Watkin, Registered Office County House Ground Floor, 100 New London Road, Chelmsford, Essex, United Kingdom, CM2 0RG. Registered in England Number 02995024 which is an agent and subsidiary of Countrywide Estate Agents, Registered Office County House Ground Floor, 100 New London Road, Chelmsford, Essex, United Kingdom, CM2 0RG. Registered in England Number 789476



Client Money Protection

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