

Landlord's Fee Schedule effective 1st May 2026

Charges applicable to all tenancies

	inc VAT
Market appraisal and initial lettings consultation	Free
Tenant referencing per applicant or Guarantor	£60
Inventory creation, check in and check out are payable by the Landlord, and based on property	TBC
Administration and tenancy setup to include Right to Rent and Government sanction checks	£250
Rent review, negotiation and service of Legal Notices (s13)	£150
Deposit registration and administration with the Tenancy Deposit Scheme	£50

Additional Fees - charges apply only if the service is required.

Tenancy

Minimum letting fee	£1140
Withdrawal from offer once referencing process has been started	£570
Use of landlords own deposit protection scheme and service of prescribed documents	£75
Sale of property to a tenant introduced by PG Lettings - Agreed—1.5% +VAT	1.80%
Early termination if the landlord sells the property to a 3rd party with tenants in situ in 1st year of tenancy	£660
Rent Guarantee insurance—cost dependant on rental and subject to references	TBC

Legal

Preparation of Court paperwork	£195
Court attendance per hour (plus travel)	£130p/h
Drafting and service of s8 notices to end a tenancy Managed properties	£195
Drafting and service of s8 notices to end a tenancy Non-managed properties	£295
Change of property ownership and Section 48 notice	£195
Variation of contract	£50
Right to rent checks follow up (or renewal) during tenancy	£60

Tax

Submission of Non resident Landlords tax to HMRC per quarter	£50
Preparation and provision of 12 or 3 month Income and Expenditure report for Tax return per request	£50
Annual statutory landlord rental income declaration to HMRC	£15

Property Compliance

Energy performance certificate	£130
Electrical Installation Condition Report (EICR) subject to Engineer quotation	TBC
EICR remedial works—charge on any remedial invoices for Non-managed properties	10%
Gas safety	TBC
Legionella Risk Assessment	£130
Safety Certificate arrangement, non-managed properties—cost of contractors invoice plus	£95
Carbon monoxide alarms are charged at £30 per item plus contractor charge for fitting	£30
Smoke alarms are charged at £20 per item plus contractor charge for fitting	£20

Property Management

Key cutting plus the cost of keys	£20
Arrangement of works exceeding £2000 for Managed properties	10%
Supervision of insurance claim, additional property visits will be charged at our normal rate	£240
Hourly rate for additional works undertaken e.g. emergency call out—Managed properties only	£60p/h
Additional Property visit and report managed properties	£60
Property visit and report non-managed properties	£120
Pre- tenancy preparation of property charged on works arranged and supervised	10%
Empty property management service—subject to quotation	TBC
Preparation and submission of TDS claim (only available for Managed properties)	£120

Levels of Service

List of services	Let and Rent	Fully Managed
	Collection 10% + vat	15% + vat
	12% Inc. Vat	18% Inc. Vat
Free valuation of your property to assess its earning potential	✓	✓
Extensive marketing inc A3 details, photos and floorplan	✓	✓
Advice on preparing the property and maximising its value	✓	✓
To Let Board (where permitted) and window cards	✓	✓
Accompanied viewings and offer negotiation	✓	✓
Administration of Tenant referencing* and Right to Rent	✓	✓
Negotiate terms and production of appropriate tenancy agreement*/Prescribed information for deposit	✓	✓
Registration of Tenant's deposit in Tenancy Deposit Scheme*	✓	✓
Collection of initial monies and deposits	✓	✓
Initial statement and set up of on-going payment and monthly statements to landlord	✓	✓
Arrange inventory*	✓	✓
Ensure GSC, EPC, How to Rent Guide, and EICR are in place and correctly served to tenant	✓	✓
Arrange renewal of safety certificates*	✓	✓
Specialist advice and support from dedicated staff	✓	✓
Negotiate annual rent reviews and Section 13 notices*	✓	✓
Serve Section 8 notices to bring tenancies to an end*	✓	✓
Monthly processing of rent/professional monthly accounting	✓	✓
Arrears chasing and advice on courses of action	✓	✓
Periodic property inspections		✓
Advise on refurbishments and improvements required		✓
Management of a working fund for repairs/maintenance		✓
Arrangement/payment of routine repairs as instructed/agreed		✓
Day to day contact point for tenants		✓
Arrangement of cleaning/garden maintenance		✓
Arrange check out at the end of the lease and agree the costs of any losses, damages or cleaning from the deposit		✓
24 hour Emergency repair service		✓
Management of utility changeover		✓

***Fees and/or charges may apply**