# LETTINGS FEES & CHARGES

Effective 4 September 2026

## For landlords

Straightforward charges for tenant-find, rent collection and fully managed services.

**VAT position:** All prices shown are the total payable. Astute Sales & Lettings Ltd is not currently VAT registered, so VAT is not charged.

| Service | Charge | What is included |
|---|---|---|
| **Tenant Find Only** | One month's rent<br>Minimum £850 | Marketing through our selected property portal and other appropriate channels, accompanied viewings, referencing, Right to Rent checks and tenancy setup. |
| **Rent Collection** | £450 setup<br>+ 7% of rent collected monthly | Rent collection through PayProp, monthly statements, rent monitoring and initial arrears chasing. |
| **Full Management** | £550 setup<br>+ 8.5% of rent collected monthly | Everything included in Rent Collection, plus maintenance coordination, tenant liaison, periodic property visits, compliance tracking, arrears management and check-out/deposit administration. |

**Introductory Full Management offer:** £275 setup and 7% of rent collected monthly for the first 12 months. From month 13, the monthly fee becomes 8.5%. Available to new Full Management instructions and subject to our management agreement.

**Existing tenanted-property takeover:** £99 setup fee where no marketing, referencing or new tenancy documentation is required. Any document remediation or new inventory required will be agreed with the landlord before chargeable work is undertaken. The applicable monthly management fee remains payable.

### Additional landlord charges

| Service | Charge |
|---|---|
| Inventory preparation | **£120** |
| Gas Safety Certificate | **£120** |
| Energy Performance Certificate (EPC) | **£100** |
| Electrical Installation Condition Report (EICR) | **£185** |
| Contractor commission | **0% - no uplift is added to contractor invoices** |

**Tenant introduction and cancellation:** If a landlord cancels our ongoing service but retains a tenant introduced by us, a fee equivalent to one month's rent may apply in accordance with the signed management agreement.

**Third-party costs:** Contractor, legal, court and specialist costs are payable separately where applicable and will be agreed or notified in line with our management agreement.

# LETTINGS FEES & CHARGES

Effective 4 September 2026

## For tenants

We do not charge administration or referencing fees. The following payments may be requested where permitted by the Tenant Fees Act 2019 and the tenancy agreement.

| Permitted payment | Amount and conditions |
|---|---|
| **Rent** | As stated in the tenancy agreement, payable monthly. After the tenancy agreement has been signed, no more than one month's rent may be required in advance. |
| **Holding deposit** | Up to one week's rent. If the tenancy proceeds, it will be refunded or, with the tenant's agreement, applied towards the first month's rent or tenancy deposit. |
| **Tenancy deposit** | Four weeks' rent, protected in a government-approved tenancy deposit scheme. |
| **Tenant-requested tenancy change** | Up to £50. A higher amount will only be charged where the reasonable additional cost can be evidenced. |
| **Late rent interest** | Up to 3% above the Bank of England base rate, calculated on the overdue amount once rent has been outstanding for at least 14 days. |
| **Lost keys or security devices** | The reasonable replacement cost actually incurred. Written evidence of the cost will be provided. |
| **Ending the tenancy without the required notice** | Where the landlord agrees to accept a shorter notice period, any payment will not exceed the landlord's loss or the agent's reasonable re-letting costs. |

> **Locked out or lost keys:** During office hours, a spare key may be available for collection from our office, subject to availability and returning immediately. Outside office hours, tenants must arrange and pay a locksmith directly. If locks are changed, a complete set of replacement keys must be provided to Astute Sales & Lettings and the landlord.

**Important:** No payment will be required from a tenant unless it is permitted by law. Where evidence of a cost is required, it will be provided in writing.

**Questions about these charges?** Call 02394 009222 or email info@astutesal.co.uk before making a payment.