



LANDLORD FEES & CHARGES

Residential Lettings, Rent Collection and Property Management

WEBSITE ISSUE | VERSION 05/26

HES Residential Limited

Important: All agent fees shown include VAT at the prevailing rate. VAT-exclusive figures are shown in brackets where useful. Third-party costs, statutory fees, contractor charges and disbursements are payable in addition unless stated.

Full Management

14.4% inc VAT

(12% + VAT) of rent due. Minimum fee £600 inc VAT.

- Includes rent collection, statements, day-to-day management and repairs coordination.
- Routine inspections included; RRA Compliance Fee applies per tenancy/re-documentation.

Rent Collection

13.2% inc VAT

(11% + VAT) of rent due.

- Includes rent demand, rent collection, landlord statements and deposit administration where applicable.
- Repairs, inspections and management work are separate unless agreed.

Letting / Find Tenant

12% inc VAT

(10% + VAT) of rent due.

- Marketing, viewings, applicant handling and tenancy setup to move-in.
- Ongoing management, rent reviews, notices and deposit work after move-in are separate unless agreed.

RRA Compliance Fee: £300 inc VAT (£250 + VAT) Covers tenant compliance checks, Right to Rent checks, pre-tenancy administration, deposit protection and prescribed information where we receive the deposit, standard assured periodic tenancy agreement and prescribed government tenant information.

Core fees

Fee / charge	Amount / basis
Section 13 rent review notice	£180 inc VAT (£150 + VAT) per notice.
Section 8 notice seeking possession	£180 inc VAT (£150 + VAT) per notice under any statutory ground.
Tenancy agreement preparation	Included within RRA Compliance Fee for our standard agreement; £216 inc VAT (£180 + VAT) if required separately.
Third-party tenancy agreement review	£360 inc VAT (£300 + VAT), plus hourly rate for amendments or correspondence.
Tenant or guarantor referencing	£60 inc VAT (£50 + VAT) per individual or entity, unless included in a package/product.
Guarantor documentation	£144 inc VAT (£120 + VAT).
Non-Resident Landlord tax admin	£144 inc VAT (£120 + VAT) per annum where applicable.

Additional management and administration

Fee / charge	Amount / basis
Additional property visits / inspections	£90 inc VAT (£75 + VAT) per visit. Virtual tour inspections: £60 inc VAT (£50 + VAT).
Major works administration	12% inc VAT (10% + VAT) of works over £500, unless otherwise agreed.
Hourly rate for other work	£90 inc VAT (£75 + VAT) per hour.
Court attendance / solicitor liaison	£420 inc VAT (£350 + VAT) per half day or hearing, plus preparation at hourly rate where required.
Deposit adjudication assistance	Charged at £90 inc VAT (£75 + VAT) per hour unless otherwise agreed.
Key cutting / fob administration	Cost of key/fob plus £30 inc VAT (£25 + VAT) administration fee.
Duplicate statements / document retrieval	£30 inc VAT (£25 + VAT) per item, or £90 inc VAT (£75 + VAT) per hour where extensive.
Land Registry office copies	Land Registry fee plus £30 inc VAT (£25 + VAT) administration fee.

Common third-party costs and disbursements

Gas Safety Record: usually £85-£100 plus VAT. EPC: usually £100-£150 plus VAT including floorplan where available.
EICR, Legionella Risk Assessment, inventories and check-in/check-out reports: third-party cost, variable by property and scope.
Licensing / PRS Database / Ombudsman / statutory fees: landlord cost. Agent assistance charged at hourly rate unless included in an agreed service.

Summary fee sheet for website publication. Full Terms of Business apply and should be reviewed for complete service scope and conditions.

HES Residential Limited | 3 Bridge Street, Leatherhead, Surrey KT22 8BL | 01372 455244 | info@hesresidential.co.uk
trading as Huggins Edwards & Sharp Lettings & Management and HES Parry & Drewett (Sutton)
Company No. 07165611 | VAT No. 989 6028 57 | Redress Scheme: The Property Ombudsman | Client Money Protection: ClientMoney Protect