ASSURED LETTINGS & SALES LTD

LANDLORD FEES & CHARGES

All charges shown excluding and including VAT at 20%. Prices apply per property unless otherwise stated.

PROPERTY MANAGEMENT & MAINTENANCE

Service	Excl. VAT	Incl. VAT
Fully managed service **Per property, monthly. Includes everyday tenant management, rent collection, maintenance coordination, routine six-monthly inspections and landlord updates.**	10% of monthly rent	12% of monthly rent
Maintenance package **Per standard single-let house, monthly. Includes specified certificate renewals and initial in-hours maintenance call-outs; parts, specialist work, return visits and out-of-hours emergencies may cost extra. Flats and HMOs quoted individually.**	£40	£48
Maintenance coordination (without maintenance package only) **Per maintenance job, calculated on contractor charges excluding VAT. Not charged to landlords with the maintenance package.**	10% of contractor net works charge	12% of contractor net works charge
Tenant-find & property set-up **One-off per property: advertising, tenant finding and referencing, tenancy paperwork, To Let board, Loop set-up and initial compliance review. Remedial works and external certification extra.**	£300	£360
Management termination & handover **One-off per property when management ends: prepare and print records held, coordinate handover and deliver documents and keys to the incoming agent within an agreed reasonable timeframe.**	£300	£360
Annual compliance & tenancy review **Per property, per review: enhanced compliance and tenancy records review, applicable Right to Rent follow-up, rent review and Section 13 notice where appropriate, and 12-month landlord financial statement. Routine management obligations remain included.**	£90	£108
Additional property inspection **Per requested extra visit; routine inspections every six months are included in the fully managed fee.**	£50	£60
Empty property inspection **Per visit, where separately requested outside normal managed inspections.**	£50	£60

ADMINISTRATION & COMPLIANCE

Service	Excl. VAT	Incl. VAT
Landlord database administration **Per property, per year. Assistance with permitted record updates and compliance document uploads; registration obligations and government fees remain the landlord's responsibility.**	£25	£30
End-of-tenancy council tax & utility notifications **Per tenancy change. Notify council tax and gas, electricity and water providers using available information; not a guarantee of account closure or final billing.**	£25	£30
Royal Mail first-class postage & administration **Per item, where requested or necessary; agency postage/handling service charge.**	£12	£14.40

LEGAL, DISPUTES & SPECIALIST SERVICES

Service	Excl. VAT	Incl. VAT
Deposit dispute evidence preparation **Per dispute, for collating and submitting supporting records.**	£50	£60

Possession proceedings evidence preparation & referral **Per case, for collating the file and referring it to an external possession specialist. External legal and court fees extra.**	£100	£120
Insurance claim administration **Per claim, for assembling evidence and coordinating claim information. Insurer and contractor costs extra.**	£100	£120

MULTI-PROPERTY DISCOUNTS

Where multiple properties are transferred to us together, we can offer individually agreed discounts on our tenant-find and set-up fee and management termination and handover fee. Any agreed discounts will be recorded in your Terms of Business. Our fully managed fee remains 10% + VAT: the time, care and attention we dedicate to every property are essential to maintaining our service standards, supporting tenants and protecting your investment.

OUR APPROACH

We aim to take as much day-to-day work away from landlords as possible. Some legal obligations, registrations and approvals remain the property owner's responsibility. We will explain what we can manage and what you must complete yourself.

MORE THAN LETTINGS

Our associated businesses include Assured Interiors, our kitchen and bathroom showroom, and Assured Building, with access to in-house maintenance support including plumbing, electrical, locksmith and window and door repairs. Landlords using our services can benefit from showroom discounts on eligible refurbishment products.

IMPORTANT INFORMATION

Extra costs, external professional fees and remedial works are discussed and agreed in advance, except urgent action necessary for safety or to prevent serious damage. Evictions are handled by external specialists. Portfolio discounts may be offered on set-up and handover fees; the monthly management rate remains 10% + VAT.

As a VAT-registered business we charge VAT on applicable services. VAT on standard residential buy-to-let management costs is generally not recoverable; ask your accountant about your circumstances.