

## 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 get in [contact](#) with us.  
 Machards is a member of The Property Ombudsman scheme ([www.tpos.co.uk](http://www.tpos.co.uk)).

| <u>Description of Fee</u>                     | <u>Net<br/>(exclusive VAT)</u> | <u>Gross<br/>(inclusive VAT)</u> |
|---|--------------------------------|----------------------------------|
| Full Management                               | 13%                            | 15.6%                            |
| Standard Letting Service                      | 8%                             | 9.6%                             |
| Short Let Service                             | 25%                            | 30%                              |
| Rent and Legal Protection Insurance           | 4.72%                          | 5.29%                            |
| Tenancy Agreement                             | £250                           | £300                             |
| Tenancy Extension/Renewal Service Fee         | £125                           | £150                             |
| Exclusive Tax Service                         | £65                            | £78                              |
| Property Preparation Service Fee              | Quotation                      |                                  |
| Attending Legal Proceedings (per hour)        | £200                           | £240                             |
| Arranging non routine maintenance as required | 10% of net invoice             | £12% of net invoice              |
| Additional Property Visits Charge (per visit) | £55                            | £66                              |
| Deposit Transfer/Mid Term Transfer            | £100                           | £120                             |
| Additional Annual HMRC Reporting              | £15                            | £18                              |
| Landlord Regulation Checks                    | £12.50pcm                      | £15                              |
| Service of Notices                            | £75                            | £90                              |
| Referencing                                   | £75                            | £90                              |
| Inventory Preparation                         | £50-£583max                    | £60-£700 max                     |
| Inventory Check In                            | £50-£583 max                   | £60-£700 max                     |
| Inventory Check Out                           | £50-£583 max                   | £60-£700 max                     |
| Energy Performance Certificate Fee            | £54.17                         | £65                              |
| Gas Safety Record Fee                         | £100                           | £120                             |
| Legionella Risk Assessment Fee                | £100                           | £120                             |
| Periodic Electrical Inspection fee            | Quotation                      |                                  |
| Empty Care Service                            | Quotation                      |                                  |