

LANDLORD FEES SCHEDULE



www.dackpropertymanagement.co.uk

ADDITIONAL FEES AND CHARGES

From January 1st 2026

Prices shown are Inclusive of VAT

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord per tenancy:

- Energy Performance Certificate (EPC) £144
- Gas Safety Certificate £119
- Gas Safety Certificate + Boiler Service £169
- Electrical Installation Condition Report (EICR) £279
- Portable Appliance Testing (PAT) £96 (up to 5 items. A charge of £4 will apply to additional items thereafter)
- Installing smoke alarms and carbon monoxide alarms £80 (Fee includes installation of one device. Installation of additional devices where required are charged at £35 per device)
- Handling local authority licensing application £400

Inventory Fee: (dependent on size of property)

Included in set-up fees (Fully Managed, Rent Collection)
Preparing a detailed inventory and schedule of condition providing a catalogue of the let property, an unbiased record of its condition, meter readings (where accessible) and any items included in the tenancy.

Deposit Registration Fee :

Included in set-up fees (Fully Managed & Rent Collection Service)
£180 (Tenant Find Service)
Register landlord and tenant details and protect the security deposit with a Government-Authorised Scheme. Provide the tenant(s) with the Tenancy Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

START OF TENANCY FEES

Set-up Fee:

£600 (Fully Managed & Rent Collection Service)
1 months rent (Tenant Find Service)

Includes all services listed under Marketing and Advertisement, Referencing for tenants (ID checks, Right-to-Rent checks, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement. Referencing guarantors and preparing a Deed of Guarantee (where applicable). ID and Right-to-Rent checks on permitted occupiers and explaining their rights and responsibilities towards the named tenant(s) and landlord.

Landlord Withdrawal Fee (before move-in): £600

To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION:

www.rics.org



INDEPENDENT REDRESS:

www.tpos.co.uk



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DURING TENANCY FEES

Rent Collection Service (15.6% of the monthly rent)
Collecting and remitting the monthly rent received, deducting commission and other works, and supplying monthly statements. When necessary it includes the pursuance of non-payment of rent and providing advice on rent arrears and actions.

Fully Managed Service (18% of the monthly rent)
Inclusive of all services listed under Rent Collection Service. six-monthly property inspections and advising the landlord of the outcome, arranging of quotations and repairs, holding of keys during the tenancy and the serving of any required notices, undertaking repeat Right-to-Rent checks on a person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal overstayer be identified.

Serving of Legal Notices: £119 per notice
Issuing of legal notices (Section 8 in line with current legislation including certificate of service.

Additional Property Visits: £60 per visit.
Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review and Renewal Fee: £144
Review rent in accordance with the current prevailing market conditions and advise the landlord, negotiate further tenancy term with the tenant(s) and instruct them to make payment changes as appropriate, issue supplemental agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Landlord Withdrawal Fee (during tenancy): one months rent
To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and the local authority (where necessary) and returning all relevant documents held by the agent to the landlord. This does not apply to a Tenant-Find service.

Contractor commission 18% of net cost
Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

END OF TENANCY FEES

Check-out Fee: £150
Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

Tenancy Dispute Fee: £350
The costs associated with the preparation of all evidence and submitting the case to the Tenancy Deposit Scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Court Attendance Fee: £144 per hour
In the unfortunate event we might need to represent you in court – for example if a tenant requires eviction – these fees apply. Expenses include travel and parking.

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FINANCIAL CHARGES

Interest on Unpaid Commission: 3% above the Bank of England Base Rate from the due date until paid.

Contractor commission 18% of net cost
Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Submission of Non-Resident Landlord's receipts to HMRC £216 quarterly: To remit and balance the financial return to the HMRC on both a quarterly and annual basis.

Additional HMRC Reporting Fee: £144 per request.
Responding to any specific queries relating to either the quarterly or annual return from either the landlord or HMRC.

Providing an annual income and expenditure schedule: £57.60 annually

OTHER FEES AND CHARGES

Arrangement Fee for refurbishments over £1000: 18% of net cost.

Arranging access and assessing the costs with any contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.

Obtaining more than two contractor quotes: £30 per quote. Fully Managed service only.

Vacant Property Management Fee: £60 per visit.
To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Management Take-over Fee: £250 per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fee" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant.

Deposit Transfer Fee: £72 per deposit.
Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

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