



Landlord Services & Fees

Fee schedule for landlord services from 1 May 2026. Inclusive of VAT.

Our flexible service solutions are tailored to suit each landlord's particular needs, whether for a single property or an extensive portfolio.

Whilst most of our landlords choose our **Management Service** options, we also offer a **Let Only service** to allow you to manage the tenancy yourself.

Let Only Service Fees

Let Only Service - We find the tenants. You manage the property, collect the rent and deal with compliance.	One month's rent ¹
Inventory and Schedule of Condition report	From £105
Check-in on move-in day	£80
Inventory Check-out	From £105

¹ Payable at the start of the tenancy.

Management Service Options & Fees

Full Management Plus Service - We find the tenants, we fully manage the property, we collect the rent, your rent payments are insured.	18% of the rent ² (15% +VAT)
Full Management Service - We find the tenants, we fully manage the property, we collect the rent.	15% of the rent ² (12.5% +VAT)
Let & Rent Collection Service - We find the tenants, we collect the rent. You manage the property, including compliance.	12% of the rent ² (10% +VAT)
Let Only Plus Service - We find the tenants, we support with compliance and rent reviews. You manage the property and collect the rent.	9% of the rent ² (7.5% +VAT)

Plus...

Set Up Fee , includes marketing, tenancy agreement	£395
Inventory and Schedule of Condition report	From £105
Check-in on move-in day	£80
Inventory Check-out	From £105

² Payable monthly for the full tenancy term.

Full details of what's included in our different service options are provided in the table below.

Service	Full Management Plus	Full Management	Let & Rent Collection	Let Only Plus	Let Only
Expert property valuation & market appraisal
Full marketing, including professional photography, floorplan & brochure
Proactive search for suitable tenants, including advertising on our website & property portals
Accompanied viewings
Negotiate the terms of the tenancy between the parties
Full tenant referencing, Right-to-Rent checks, and credit search
Preparation and signing of Tenancy Agreement
Preparation of move-in paperwork and Welcome Pack
Collect first month's rent and security deposit
Organise independent professional inventory (<i>additional charge applies</i>)
Organise property check-in on move-in day, including smoke and carbon monoxide alarm checks (<i>additional charge applies</i>)
Registration of the deposit with the Tenancy Deposit Scheme (TDS)
Registration on the PRS database
Maintain mandatory certification (EPC, EICR, Gas Safety, Legionella, HETAS), including PRS database compliance
Negotiate and implement annual rent reviews (Section 13 notice)
Arrange for all utilities to be transferred at the start and end of each tenancy
Organise the Inventory Check-out report (<i>additional charge applies</i>)

Service	Full Management Plus	Full Management	Let & Rent Collection	Let Only Plus	Let Only
Manage compliance with changing legislation	
Monthly rent collection and payment by bank transfer	.	.	.		
Issue monthly rent statement	.	.	.		
Chasing up late payments	.	.	.		
Ensure all monies are protected by Client Money Protection	.	.	.		
Assist with annual HMRC tax submission	.	.	.		
Assist with tax exemption certificate and/or payment under NRL scheme for overseas landlords	.	.	.		
End of tenancy preparation	.	.	.		
Provide expert property management and first point of contact throughout the tenancy	.	.			
Negotiate deductions from deposits at end of tenancy and process deposit returns	.	.			
Securely hold a set of property keys throughout the tenancy	.	.			
Arrange property maintenance and repairs with our approved local contractors, and make payments	.	.			
Quarterly property inspections	.	.			
Check tenants' Right to Rent throughout the tenancy	.	.			
Provide tenant emergency maintenance helpline	.	.			
Provide tenant emergency maintenance helpline	.	.			
Serving of legal notices	.	.			
Serving of prescribed notice for breach of tenancy	.	.			
Rent and legal protection	.	Available on request			

Additional Fees (inclusive of VAT)

Preparation and service of Assured Periodic Tenancy Agreement	£250
Referencing of Tenants or Guarantor (per person)	£45
Anti-Money Laundering (AML) checks for landlords (per person)	£35
Inventory and Schedule of Condition report	From £105
Check-in on move-in day	£80
Inventory Check-out	From £105
Deposit registration & protection with the Tenancy Deposit Scheme (TDS)	£50 per year
Deposit dispute submission	£120
Preparation and service of Section 8 notice to gain possession	£140
Preparation and service of Section 13 (Form 4A) notice for annual rent review	£140
Preparation and service of any other legal notice	From £140
Preparation of paperwork for court claims, First Tier Tribunal hearings, or insurance claims	Subject to quotation
Attending Court or First Tier Tribunal (charged per hour plus travel)	£160 per hour
Additional property inspections and visits at the request of the landlord	£60
Energy Performance Certificate (EPC)	From £90
Gas Safety Certificate	From £90
HETAS Certificate	From £90
Electrical Installation Condition Report (EICR)	From £160
Legionella Risk Assessment	From £80
Key cutting	Invoice value plus £12

For further information on all services and charges please get in touch with our team on 01666 338866 or lettings@victoriaallman.co.uk.

Independent redress scheme:



Client money protection:



lettings@victoriaallman.co.uk

Telephone: 01666 338866 www.victoriaallman.co.uk

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