

# LANDLORD FEE SCHEDULE 2025

ACQUIRE ESTATE AGENTS

## TENANCY MANAGEMENT

### Introduction/Admin Fee

Applicable upon the successful placement of a new tenancy, covering administrative costs associated with tenant sourcing, referencing, contract preparation, and move-in coordination.

**£250 + VAT**

### Tenancy Alteration (Landlord Request)

This service covers modifications to an existing tenancy agreement at the request of the landlord. It may include but not limited to changes such as updating landlord details, adjusting rental terms, amending lease duration, or revising clauses. Fees may vary based on the complexity of the request and administrative work required.

**£150 + VAT**

### Tenancy Renewal

This service involves the extension of an existing tenancy agreement for a new fixed term or on a rolling basis. It includes drafting and issuing a renewal contract, updating any necessary terms, and ensuring compliance with legal requirements.

**£150 + VAT**

### Deposit Registration Renewal

This service covers the renewal of a tenant's deposit registration with the Tenancy Deposit Scheme (TDS). It includes updating deposit protection details and issuing necessary documentation to both landlords and tenants.

**£25 + VAT**

### Section 21 Notice

This service includes the preparation and issuance of a Section 21 notice, with delivery via both email and a hard copy sent through postal mail.

**£50 + VAT**

### TDS Dispute Admin Fee

This applies when a dispute arises over the return of a tenant's deposit, requiring agency involvement in submitting documentation to the Tenancy Deposit Scheme (TDS). The outcome is determined by the independent TDS adjudicator, therefore we do not guarantee any specific outcome.

**£50 + VAT**

# PROPERTY COMPLIANCE

## HMO License Application

This service covers the administrative work required for the preparation and submission of a House in Multiple Occupation (HMO) license application to the relevant local authority. It includes gathering the necessary documentation, completing application forms, liaising with the council, and ensuring compliance with HMO regulations. All compliance and remedial works are charged separately.

£300 +VAT

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## Energy Performance Certificate (EPC)

From £90 + VAT

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## Electrical Installation Certificate Report (EICR)

Based on property size

- *Studios: from £150 + VAT,*
- *4-Bedroom: from £240 + VAT*
- *Excludes remedial works, which are charged separately.*

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## Gas Safety Certificate (GSC)

From £90+ VAT

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## Portable Appliance Test (PAT)

From £90 + VAT

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# INVENTORY SERVICES

## Inventory Check-In

Based on property size

- ***Studios: from £140 + VAT,***
- ***4-Bedroom: from £240 + VAT***

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## Inventory Check-Out

Based on property size

- ***Studios: from £120 + VAT,***
  - ***4-Bedroom: from £210 + VAT***
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## CLEANING & MAINTENANCE

Based on property size

### Professional Cleaning

- *Studios: from £180 + VAT,*
- *4-Bedroom: from £350 + VAT*

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### Handyman Call-Out Charge

From £95 + VAT

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### Property Inspection Fee

£30 + VAT per hour

This service covers the cost of attending additional property inspections beyond the agreed frequency or as requested by the landlord or tenant (which is typically every 6 months). It includes, but is not limited to, visiting the property for inspection purposes such as assessing its condition, addressing concerns, and providing access. Fees are charged on an hourly basis, and the total cost will depend on the duration of the attendance and the specifics of the visit.

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### Maintenance Coordination Fee

5% + VAT

This service covers the coordination and management of repairs and maintenance work that exceeds £20,000 in value. It includes overseeing contractors, obtaining quotes, scheduling work, ensuring compliance with regulations, and handling communication between the landlord, tenants, and service providers. Fees are typically charged as a percentage of the total project cost and may vary based on the scope and complexity of the work.

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## Notes:

All fees are subject to VAT at the prevailing rate (20%) unless indicated otherwise.

All services listed in this fee schedule are subject to availability and the scope of work required.

We reserve the right to adjust service fees based on operational capacity, regulatory compliance, or external factors beyond reasonable control.

Prices for services dependent on the property size or job complexity are subject to individual assessment and may vary accordingly.

Invoices are issued directly from Acquire Estate Agents LTD in line with our contractor charges.

# ACQUIRE.

CLIENT MONEY PROTECTION:  
[www.propertymark.co.uk](http://www.propertymark.co.uk)

**propertymark**

INDEPENDENT REDRESS:  
[www.tpos.co.uk](http://www.tpos.co.uk)



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ARLA no: M0194655



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