

Landlords' Guide to Services and Charges



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 refer to your Terms of Business or ask a member of our team.

Hamptons International is a member of and covered by the ARLA/Propertymark Client Money Protection Scheme. Hamptons International is also a member of a redress scheme provided by The Property Ombudsman www.tpos.co.uk

Description of Fee	Excluding VAT	Including VAT
Comprehensive Management Service Including Standard Lettings Service. Subject to a minimum fee of one month's rent plus VAT and a minimum monthly Management fee of £60 (£72 inc VAT)	17% *	20.4% *
Standard Letting Service Subject to a minimum fee of one month's rent plus VAT	11% *	13.2% *
Managed Only Service Subject to a setup fee of £350 (£420 Inc VAT) and a minimum monthly Management fee of £60 (£72 inc VAT)	6%	7.2%
Short Let Service Subject to a minimum fee of one week's rent plus VAT	25% *	30% *
Vacant Property Supervision Service Including a monthly property visit	£150 per month	£180 per month
Tenancy Setup Fee Drafting and execution of tenancy agreement if supplied by us, (drafting supplementary clauses may incur a £50 (£60 Inc VAT) charge) collecting and holding the Security Deposit, registering and issuing deposit protection certificate, referencing the Tenants	£325	£390
Enhanced Referencing Fee Including verification of details, credit check, employer, landlord and accountant reference (If available)	£50 per person	£60 per person
Tenancy Continuation Preparation of Memorandum of Renewal Drafting and execution of document if supplied by us and registering and issuing deposit registration certificate. Where a Memorandum of Renewal is not suitable the Tenancy Agreement Setup fee will apply £325 (£390 Inc VAT)	£125 *	£150 *
Pre Letting Arrangement of Certification (Standard Lettings Service) Arrangement of Energy Performance Certificate, Gas Safety Certificate, Portable Appliance Test etc (the cost of completing these works is Subject to Quotation)	£50	£60
Pre Marketing Property Preparation Service	£600	£720
Right to Rent Re-Checks	£100	£120
Breach of Sole Agency & Withdrawal from Proposed Tenancy	Half of one month's rent, plus VAT	
Change of Sharer Deed of Assignment Where a Deed of Assignment is not suitable the Tenancy Agreement Setup fee will apply £325 (£390 Inc VAT)	£100	£120
Serving of Notices: Section 21	£100	£120
Early Termination Deed of Surrender	£125	£150
Additional Property Visit	£150	£180
Accompanying Landlord Contractor Cost per hour including travel and subject to a minimum of 2 hours	£75	£90
Arranging works beyond routine maintenance and repair Management and instruction of contractor works, charge may be applied to Invoice value of over £1800 Inc VAT. Charge applies to work relating to HMO Licencing requirements	10%	12%
Formulating Deposit Adjudication Claim - Comprehensive Management Service	£250	£300
Formulating Deposit Adjudication Claim - Standard Lettings Service	£750	£900
Deposit Retention Fee Post termination	£100	£120
Deposit Transfer Fee to new Deposit Protection Scheme	£50	£60
Bank Transfer - Same day, UK accounts The charge for a same day transfers to overseas accounts will be £30 (£36 Inc VAT)	£20	£24
HMRC Return for withheld tax (per quarter)	£25	£30
Year End Statement Reconciliation	£100	£120
Legal Proceedings When our staff are required to attend court or arbitration hearings. Cost per hour and subject to a minimum 2 hours	£100	£120
Sale of Property Based on sale price agreed	1%	1.2%
HMO Licence Application Excludes cost of licence, any works and any risk assessment or other documentation required to grant the licence	£395	£474

Our Guide for Landlords outlines your responsibilities, these include but are not limited to the provision and preparation of: An Energy Performance Certificate, Inventory, Inventory Check In/Out, Professional Cleaning, Insurance: such as Rent and Legal Protection, Buildings and Contents, Safety checks and Certification, if you prefer not to make these arrangements yourself, please contact your local office for assistance.

*PLEASE NOTE: Fees are expressed as a percentage of the agreed rent for the entire period of the tenancy. Fees for our Standard and Short Let services are payable in advance at the start of the tenancy based on the agreed term. For our Comprehensive Management Service, 20.4% (Inc. VAT) is payable in advance based on the agreed term with the remaining 7.2% (Inc. VAT) payable in accordance with the frequency with which Rent is due and on the total rent payable under the terms of the tenancy. Fees are also payable at the same percentage on any renewals, extensions or periods of holding over. Please refer to our Terms of Engagement for further information.

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