

Landlord Fees & Charges

There are various fees and charges associated with us letting and managing (where applicable) your property that we want you to be aware of. For further information on the benefits of our various service levels, together with details of other charges (including when they apply), and for a copy of our Terms of Business, please contact your local Hamptons office.



Our service levels & commission charges

(Please refer to our Terms of Business for more information)

Standard Letting Service @ 13.2% Inc. VAT (11% Exc. VAT)*~

Comprehensive Management Service @ 20.4% Inc. VAT (17% Exc. VAT)*~

(Including Standard Letting Service)

Managed Only Service @ 7.2% Inc. VAT (6% Exc. VAT)+

(A Set-Up Fee of £300 Inc. VAT will also apply)

Vacant Management Service (Requested at end of Tenancy) @ £78 Inc. VAT per month.

Short Let Service 31.2% Inc. VAT (26% Exc. VAT) *~

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 13.2% (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 Business for further information.

* A minimum fee of £720 Inc. VAT will apply for Hamptons offices located outside of the M25 and £1,000 (Inc. VAT) for offices located within the M25

+ A minimum fee of £72 Inc. VAT per month will apply

~ A £600 Inc. VAT cancellation fee will apply where the Landlord decides to withdraw from a proposed tenancy once he has accepted an offer, references have been applied for and/or tenancy documentation prepared.

Other charges that might apply when you use us

(Please refer to our Terms of Business for more information)

Preparation of Tenancy Agreement	£250 Inc. VAT
Drafting of supplementary clauses for Tenancy Agreement	£50 Inc. VAT
Preparing a Short Let agreement	£100 Inc. VAT
Preparation and serving of Section 21 possession notices	£72 Inc. VAT
Preparation of a Deed of Surrender	£72 Inc. VAT
Preparation of Memorandum of Renewal (MOA)	£90 Inc. VAT
Preparation of Renewal Tenancy Agreement (where MOA not suitable)	£150 Inc. VAT

Deposit Registration Fee (Tenancy Deposit Scheme)	£30 Inc. VAT
Preparation of claim/ defence for Tenancy Deposit Scheme dispute	£200 Inc. VAT
Follow Up Right to Rent Checks (Per Person	£50 Inc. VAT

Additional property visits	£120 Inc. VAT each
Accompanying Landlord Contractor (Per hour including travel)	£60 Inc. VAT
Arranging works beyond routine maintenance and repairs	12% Inc. VAT (usually over £1,800 Inc. VAT) (of invoice value)

Same day bank transfer (UK Accounts)	£24 Inc. VAT
Same day bank transfer (Overseas Accounts)	£36 Inc. VAT
Copy monthly statement (per statement)	£12 Inc. VAT
Year end statement reconciliation	£120 Inc. VAT
HMRC Return for withheld tax (per quarter)	£30 Inc. VAT

Sale of Property (Based on sale price agreed)	1.2% Inc. VAT
Legal Proceedings (per hour – subject to a £240 Inc. VAT minimum fee)	£120 Inc. VAT

(For when our staff are required to attend court or arbitration hearings)

Other costs you may well incur when letting your property

(Please refer to our Terms of Business for more information)

Our Terms of Business confirm details of other expenses you will likely incur as part of the letting process, these including but not limited to the provision/ preparation of: Energy Performance Certificate; safety checks and certification; professional cleaning and inventory charges (including the check-out). Your local Hamptons office will discuss these requirements with you. If you prefer not make arrangements yourself, we will gladly do so on your behalf.

Client money protection
provided by ARLA



Independent redress
provided by TPO



Details on Hamptons Primary Services

(Please refer to our Terms of Business for full details)



Standard Letting Service @ 13.2% Inc. VAT (11% Exc. VAT)

- Discuss local letting market and agree rental level
- Advise on landlords obligations in relation to health and safety compliance
- Arrange photographs and discuss marketing strategy
- Advertise property on at least two main property portals
- Accompany viewing as required
- Negotiate tenancy offer
- Arrange tenant references
- Assist with Right to Rent checks
- Collect and hold tenant deposit as stakeholder.
- Register deposit with Tenancy Deposit Scheme (ASTs)
- Collect and remit rent received
- Chase rent arrears
- Make any HMRC deductions and provide tenant with NRL8 (if relevant)
- Liaise with landlord and tenant regarding renewal or termination.

Short Let Service @ 31.2% Inc. VAT (26% Exc. VAT)

In addition to Comprehensive Management Service:

- Arrange for settlement of utility charges on landlords behalf.

Comprehensive Management Service @ 20.4% Inc. V AT (17% Exc. VAT)

In addition to the Standard Letting Service

- Arrange inventory and check-in and check-out
- Assist landlord and tenant with utility transfers
- Arrange gas and portable appliance safety inspections
- Arrange general routine maintenance using approved suppliers
- Liaise with landlord preferred suppliers as required
- Assist with the payment of ground rent and service charges as required
- Undertake two property visits per year (subject to access)
- Provide emergency tenant out of hours service 365 days a year
- Undertake deposit release negotiations



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