



Landlord Fees Schedule

Version: May 2026

LEVELS OF SERVICE OFFERED

	Tenant Find 8% of monthly rent	Rent Collection 10% of monthly rent	Fully Managed 12% of monthly rent
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with the Town and Country Planning (Control of Advertisements) Regulations 1992	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Tenant find service	✓	✓	✓
Advice on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes	✓	✓	✓
Hold keys securely throughout the tenancy term	—	✓	✓
Agree collection of any shortfall and payment method	—	✓	✓
Demand, collect and remit the monthly rent	—	✓	✓
Arrangement payments for statutory requirements	—	✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions	—	✓	✓
Undertake two routine visits per annum and notify the outcome to the landlord	—	—	✓
Arrange routine repairs and instruct approved contractors (providing three quotes)	—	—	✓
Tenancy Deposit dilapidation negotiations	—	—	✓



Additional Non-Optional Fees and Charges

START OF TENANCY FEES

Set-up Fee Referencing for up to two tenants (ID and Sanctions checks, Right-to-Rent check, 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.	£600 per tenancy
Additional Tenant Referencing Fee As Set-up Fee above for additional tenants.	£75 per tenant
Guarantor Fee Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).	£75 per guarantor
Permitted Occupier Fee Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.	£50 per permitted occupier
Deposit Registration Fee (Tenant Find Only, where collected) Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.	£60 per tenancy
Landlord Withdrawal Fee (before move-in) To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.	£300 per tenancy



Additional Non-Optional Fees and Charges

DURING TENANCY FEES

<p>Additional Property Visits</p> <p>Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.</p>	£75 per visit
<p>Variations to Contract Fee</p> <p>Contract negotiation, amending and updating terms and arranging for the signing of an amended tenancy agreement. After 1 May 2026, it will not be possible for assured tenancy agreements to have a fixed term or a set end date. All tenancies will automatically become rolling periodic tenancies from 1 May 2026.</p>	£75 per tenancy
<p>Right-to-Rent Follow-Up Check</p> <p>Undertaking a repeat check in 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. This does not apply to a Tenant-Find service.</p>	£50 per check
<p>Landlord Withdrawal Fee (during tenancy)</p> <p>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 local authority (where necessary), returning all relevant documents held by the agent to the landlord, and any other actions required. This does not apply to a Tenant-Find service.</p>	£300 per tenancy
<p>Arrangement Fee for one-off works over £5,000</p> <p>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.</p>	5% of net invoice cost
<p>Arrangement Fee for refurbishments over £5,000</p> <p>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.</p>	5% of net cost

END OF TENANCY FEES

<p>Tenancy Deposit Dispute Fee</p> <p>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.</p>	£150 per tenancy
<p>Service of Legal Notices</p>	£75 per notice
<p>Court Attendance</p>	£75 per hour



Additional Non-Optional Fees and Charges

FINANCIAL CHARGES

Interest on Unpaid Commission From due date until paid.	5% above Bank of England Base Rate
Submission of Non-Resident Landlord receipts to HMRC To remit and balance the financial return to HMRC on both a quarterly and annual basis.	£250 quarterly
Additional HMRC Reporting Fee Responding to any specific queries relating to either the quarterly or annual Return from either the landlord or HMRC.	£75 per request
Annual Income and Expenditure Schedule	£250 annually

OTHER FEES AND CHARGES

Vacant Property Management 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.	£50 per visit
Management Take-over Fee 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 tenancy deposit and providing all necessary legal documentation to the tenant.	£250 per tenancy
Deposit Transfer Fee Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.	£75 per deposit

All fees are subject to our Terms of Business. Maycock Lettings & Property Management is a member of Propertymark (Client Money Protection) and the Property Redress Scheme (Independent Redress). This schedule complies with the Consumer Rights Act 2015 and the Tenant Fees Act 2019.