



Mark Antony

SALES & LETTING AGENTS

Marketing
Tenant Find Plus
Tenant Find & Managed
Platinum Fully Managed
+Rent Protection Service

Landlord Service Level Costs

Fees and commissions (Excludes VAT)

	£190	£190	£190	£190	£190
☐ Property Marketing Fee	✗	✗	✗	✗	✗
☐ Tenant Find Commission, Referencing, Right to Rent Checks & Setup Admin	✗	£400	£400	£400	£400
☐ Rent Collection & Tenancy Management Commission	✗	✗	9%	12%	-
☐ Rental Protection Insurance (Only available with Platinum Fully Managed Service)	✗	✗	✗	✗	15%

Upgrades and Options Tariff

Fee Payable if not included in service level (Excludes VAT)

☐ Accompanied viewings including arranging access with current occupant (per viewing)	£30	OPT	✓	✓	✓	✓
☐ Arrange: Legionella, Gas, Electric and EPC certificates (per certificate, excludes cost of certificate)	£30	OPT	✓	✓	✓	✓
☐ Arrange and manage protection of the tenancy deposit and serve prescribed information	£60	✗ OPT	✓	✓	✓	✓
☐ Arrange key-handover at the end of the tenancy	£50	✗ OPT	✓	✓	✓	✓
☐ Process the return of the tenancy deposit less agreed deductions	£30	✗ OPT	OPT	✓	✓	✓
☐ Write to council tax offices and utility companies informing of new tenancy start	£60	✗ ✗	OPT	✓	✓	✓
☐ Perform an internal and external property check and report our findings in writing (per check, up to 3 per year)	£70	✗ ✗	OPT	✓	✓	✓
☐ Check-in Schedule of Condition (SOC), take meter readings – typically over 300 HQ photos	£120	✗ ✗	OPT	50%	✓	✓
☐ Check-out Schedule of Condition (SOC), take meter readings – typically over 300 HQ photos	£100	✗ ✗	OPT	50%	✓	✓
☐ Produce a Check-out report highlighting potential items for deposit claim (subject to check-in and check-out SOC)	£80	✗ ✗	OPT	50%	✓	✓
☐ Manage projects, maintenance, and replacements. Arrange payment. (Free where cost is less than £300) 10% MIN	£25	✗ ✗	OPT	#	✓	✓
☐ Tenancy Renewal: Negotiation and Administration: Tenancy continuation on Periodic Basis	£50	✗ ✗	OPT	✓	✓	✓
Negotiation and Administration: Extend Tenancy by Tenancy Addendum	£75	✗	OPT	OPT	OPT	✓
Negotiation and Administration: Create New Tenancy Agreement	£160	✗	OPT	OPT	OPT	✓
Negotiation and produce tenancy addendums	£75	✗	OPT	OPT	OPT	✓
☐ Draft and Serve legal notices to end the tenancy e.g. Section 21 and Section 8 Notices inc. Hand Delivery	£90	✗	OPT	OPT	OPT	✓
☐ Draft and Serve legal notices to increase rent e.g. Section 13 Notices inc. Hand Delivery	£90	✗	OPT	OPT	OPT	✓
☐ Issue written notice to the tenant if found they are in breach of the tenancy agreement if you require	£30	✗	OPT	OPT	OPT	✓
☐ Contents Inventory in conjunction with Check-in or Check-out SOC (Per item noted)	£2	✗ ✗	OPT	OPT	✓	✓
☐ Arrange payment of other bills relating to the property, deducting from incoming rent (Per bill)	£12	✗ ✗	OPT	OPT	✓	✓
☐ Arrange supply of an appliance manual to Tenant (Plus the cost of obtaining the manual if applicable)	£20	✗ ✗	OPT	OPT	✓	✓
☐ Council Tax or Utility Bill processing and payment fee (Per payment)	£12	✗ ✗	OPT	OPT	✓	✓
☐ Paper statement option via Royal Mail (Per statement sent, UK addresses only, no charge for email statements)	£2	✗ ✗	OPT	OPT	✓	✓
☐ EPC certificate or Legionella risk assessment and written report (Independent)	£90	OPT	OPT	OPT	OPT	✓
☐ Gas safe certificate	£75	OPT	OPT	OPT	OPT	✓
☐ Gas boiler service (Traditional stored water system or Combi boiler)	£75	OPT	OPT	OPT	OPT	✓
☐ Gas safe certificate and boiler service combined (SAVE £48)	£110	OPT	OPT	OPT	OPT	✓
☐ Electric PAT – Portable Appliance Test Certificate (Up to 6 items)	£75	OPT	OPT	OPT	OPT	✓
☐ Electric EICR – Electrical Installation Condition Report (Up to 3 bed house)	£185	OPT	OPT	OPT	OPT	✓
☐ Electric PAT + EICR combined (SAVE £54)	£215	OPT	OPT	OPT	OPT	✓
☐ Check lawful validity of a Gas Cert provided by Landlord's contractor, issue Tenant copy, keep record for 7 years	£20	OPT	OPT	OPT	OPT	✓
☐ Arrange duplicate key cutting of keys provided to us (Plus cost of keys)	£15	✗	OPT	OPT	OPT	✓
☐ Mail forwarding (plus postage costs, per occasion. We do not take responsibility for mail reaching you)	£10	✗	OPT	OPT	OPT	✓
☐ Produce HMRC Self-Assessment report for previous Tax year	£60	✗ ✗	OPT	OPT	✓	✓
☐ Successful Deposit Claim and Debit Recovery commission 10% min	£30	OPT	OPT	OPT	OPT	✓
☐ Non-resident Landlord Scheme monthly/quarterly/annual accounting and returns (per tax year per property)	£60	✗	OPT	OPT	OPT	✓
☐ Vacant property visit (Per visit. Includes: property visit, collecting Landlord's mail, checking property is secure)	£60	OPT	OPT	OPT	OPT	✓
☐ Transfer of tenancy management to (or from) a Landlord or other managing agent	£180	✗ ✗	OPT	OPT	✓	✓
☐ Arrange clearing debt from pre-payment meters (Plus cost of any top-ups, per property visit)	£30	✗ ✗	OPT	OPT	✓	✓
☐ Perform a mid-term immigration status check (per property visit)	£30	OPT	OPT	OPT	OPT	✓
☐ Further Admin or Representation on Landlord's behalf not included anywhere above (per agent per ¼ hour)	£20	OPT	OPT	OPT	OPT	✓