



Jeffersons Associates

Fees Information for Landlords and Tenants

Service ¹	Fee payable to Agent	Fee payable to Third Party (if applicable)	Payable by
Letting Only (preparing particulars, advertising, conducting viewings, reference and credit checks, preparing tenancy agreement)	12% inclusive of VAT (10% plus VAT) of first year's rent	N/A	Landlord
Letting & Deposit Holding (as above plus holding and protecting tenancy deposit)	£82.80 inclusive of VAT (£69.00 plus VAT)	N/A	Landlord
Letting & Rent Collection (as above plus collection of monthly rent)	12.6% inclusive of VAT (10.5% plus VAT) of first year's rent	N/A	Landlord

¹Service

Letting & Management (as above plus management throughout tenancy)	14.4% inclusive of VAT (12% plus VAT) of first year's rent	N/A	Landlord
Management Only (management during an existing tenancy)	12% inclusive of VAT (10% plus VAT) of current yearly rent.	N/A	Landlord
Vacant property checks only – when your property is empty due to holidays vacancy, tenancy ending/ refurbishment/maintenance.	£84 inclusive of VAT per visit.	N/A	
Marketing only (preparing particulars and advertising the property)	£420 inclusive of VAT (£350 plus VAT) for up to 3 months advertising	N/A	Landlord
Conducting viewings	£24 inclusive of VAT (£20 plus VAT) per viewing	N/A	Landlord
Taking references and conducting credit checks	£39.60 inclusive of VAT (£33 plus VAT) per tenant/guarantor	N/A	Landlord
Energy Performance Certificate	£114 inclusive of VAT (£95 plus VAT) per property	£TBD (inclusive of VAT) per property	Landlord
Gas safety check	£108 inclusive of VAT (£90 plus VAT) per property	From £TBD (inclusive of VAT) per property (depending on size)	Landlord
Electrical installation condition report (EICR)	£240 inclusive of VAT (£200 plus VAT) per property	From £TBD (inclusive of VAT) per property (depending on size)	Landlord

Fire doors safety check	£24 inclusive of VAT (£20 plus VAT) per property (cost to attend property) total cost is plus third party fee (next column)	From £300 to £800 (inclusive of VAT) per property (depending on size)	Landlord
Preparation of tenancy agreement (Landlord fee) (Already included as standard in the letting and management package)	£132 inclusive of VAT (£110 plus VAT) per agreement	N/A	Landlord
Inventory preparation	£132 inclusive of VAT (£110 plus VAT) per property	N/A	Landlord
Inventory check-in and check out	£144 inclusive of VAT (£120 plus VAT) per property	N/A	Landlord
Rent Review (review of rental figure compared to current market value and serving of the required Section 13 to your tenant in line with any adjustments made).	£24 inclusive of VAT (£20 plus VAT) per property	N/A	Landlord
Holding Deposit (to secure a rental; capped at one weeks' rent which must be refunded to the tenant within 7 days of the parties entering into a tenancy agreement, or which may be applied to the first instalment of rent/security deposit [subject to the consent of the payee] ²)	One weeks' rent inclusive of VAT per property	N/A	Tenant
Deposit registration fee (protection of deposit in authorised scheme and service of prescribed information)	£82.80 inclusive of VAT (£69.00 plus VAT)	N/A	Landlord

² The Tenant Fees Act 2019 (which affects England only) requires the consent of the tenant before the holding deposit can be applied to the first instalment of rent or towards any permitted security deposit. There is no requirement for the tenant to consent to the holding deposit being applied to the rent or security deposit under the Renting Homes (Fees etc.) (Wales) Act 2019.

Additional inspections (in addition to routine inspections under Management service)	£84.00 inclusive of VAT (£70 plus VAT) per visit	N/A	Landlord
Tenancy renewal fee (negotiating and documenting renewal) (Landlord fee)	£84 inclusive of VAT (£70 plus VAT)	N/A	Landlord
Professional cleaning	From £100 to £ tbc (inclusive of VAT) per property (depending on size)	From £100 to £ tbc (inclusive of VAT) per property (depending on size)	Landlord
Default Fee for lost key or security device to access property (as stated in the tenancy agreement) ³	£24 inclusive of VAT (£20 plus VAT)	£30 (inclusive of VAT)	Tenant
Interest for late payment of rent which is 14 (or 7) ⁴ days or more overdue (as stated in the tenancy agreement)	Rate of 3% above the Bank of England base rate.		Tenant
Serving of statutory notices for non-managed existing tenancies.	£120 inclusive of VAT (£100 plus VAT)per [tenant][property]		Landlord
PAT Test	£24 inclusive of VAT (£20 plus VAT) per property (cost to attend property) total cost is plus third party fee (next column)	£145 inclusive of VAT	Landlord

³ If the Property is in England, the default fees to replace a lost key are the reasonable costs incurred by the Landlord. If the Property is in Wales, these are the actual costs of the costs incurred to replace a lost key and/or change the lock. Both require the Landlord providing evidence of the costs incurred as evidenced by an invoice or receipt.

⁴ If the Property is in England, you can only charge interest if the rent is more than 14 days late (Tenant Fees Act 2019). If the Property is in Wales, you can only charge interest if the rent is more than 7 days late (The Renting Homes (Fees etc.) (Prescribed Limits of Default Payments) (Wales) Regulations 2020).

Legionella Risk Assessment	£24 inclusive of VAT (£20 plus VAT) per property (cost to visit) total cost is plus third party fee (next column)	£160 inclusive of VAT	Landlord
Provision of Marketing FloorPlan (included as standard in above lettings only package, only charged for non-managed tenancies)	£82.80 inclusive of VAT (£69 plus VAT)	N/A	Landlord
AML Check (Landlord/owner/s fee)	£42 inclusive of VAT	£42 inclusive of VAT	Landlord/ Owner/s/ Beneficiary

Other Important Information for Landlords and Tenants

Jeffersons Systems is a member of a client money protection scheme. The name and address of the client money protection scheme is Money Shield Ltd, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG.

Jeffersons Systems is a member of a redress scheme for dealing with complaints. The name of the redress scheme is The Property Ombudsman.



Jeffersons
Systems