LETTINGS SERVICE FEES



Sally Botham ESTATES
T 01629 760 899
E enquiries@sallybotham.co.uk
www.sallybotham.co.uk
27 Bank Road, Matlock
Derbyshire DE4 3NF

LANDLORD FEES 2026

Fully Managed Service p.2
Find a Tenant ONLY p.3
Monthly Rent Collection ONLY p.4

FULLY MANAGED SERVICE

SET UP PACKAGE **– £450 inc VAT**

- Advertise property to let
- Take applications
- Take up references
- Prepare tenancy agreement
- See tenant into property
- Arrange Energy Performance Certificate (EPC) – £99 inc VAT

Withdrawal charge once marketing has commenced – £250 inc VAT

To complete and serve a Section 8 notice – from £180 inc VAT
To complete and serve a Section 13 notice – £50 inc VAT

MANAGEMENT PACKAGE **– 15% plus VAT (equivalent to 18%) of monthly rent**

- Register and manage deposit
- Prepare photographic inventory
- Add Lenders Requirements to tenancy agreement
- Ensure property is compliant with current letting regulations
- Collect rent from tenant and pay landlord within 5 working days of receiving the rent
- Contact the tenant twice to pursue late payments of rent
- Prepare landlord statements
- Inform utility companies at beginning and end of tenancy
- Inspect property quarterly
- Re. repairs and alterations:
  - Inform landlord of necessary repairs
  - Obtain quotes
  - Instruct trades person
  - Ensure work is carried out in a satisfactory manner
  - Organise payment of invoice from landlord funds
- Provide monitored 24hr telephone contact number for tenant and landlord
- Final inspection after tenancy has ceased
- Organise minor repairs/redecoration etc between tenancies
- Prepare overseas landlords tax statements where necessary

goodlord PROUD GUILD MEMBER arla | propertymark PROTECTED propertymark cmp Client Money Protection The Property Ombudsman tsi APPROVED CODE TRADINGSTANDARDS.UK DPS Deposit Protection Service

Sally Botham
ESTATES

T 01629 760 899
E enquiries@sallybotham.co.uk
www.sallybotham.co.uk

27 Bank Road, Matlock
Derbyshire DE4 3NF

FIND A TENANT ONLY

SET UP PACKAGE **– £695 inc VAT**

- Advertise property to let
- Take applications
- Take up references
- Prepare tenancy agreement
- See tenant into property
- Arrange Energy Performance Certificate (EPC) – £99 inc VAT

Withdrawal charge once marketing has commenced – £250 inc VAT

Change to tenancy – £144 inc VAT

Complete and serve Section 8 notice – from £180 inc VAT
Complete and serve Section 13 notice – £75 inc VAT

ADDITIONAL SERVICES*

- To register deposit and transfer to landlord account – £50 inc VAT.
- To prepare photographic inventory (check in and out) – £160 inc VAT
- To add Lenders Requirements to tenancy agreement – £50 inc VAT per hour
- To inspect the property during the tenancy – £90 inc VAT per visit

There will be an additional administration charge of £25 inc VAT for organising each of necessary compliance certificates & Housing Health and Safety Standards (breach corrections). This charge is in addition to the invoice from the supplier.

Sally Botham
ESTATES

T 01629 760 899
E enquiries@sallybotham.co.uk
www.sallybotham.co.uk

27 Bank Road, Matlock
Derbyshire DE4 3NF

MONTHLY RENT COLLECTION ONLY

SET UP PACKAGE **– £500 inc VAT**

- Advertise property to let
- Take applications
- Take up references
- Prepare tenancy agreement
- See tenant into property
- Arrange Energy Performance Certificate (EPC) – £99 inc VAT

To Withdrawal charge once marketing has commenced – £250 inc VAT

Complete and serve Section 8 notice – from £180 inc VAT
Complete and serve Section 13 notice – £75 inc VAT

ADDITIONAL SERVICES*

- To register deposit and transfer to landlord account – £50 inc VAT.
- To prepare photographic inventory (check in and out) – £160 inc VAT
- To add Lenders Requirements to tenancy agreement – £50 inc VAT per hour
- To inspect the property during the tenancy – £90 inc VAT per visit
- To prepare annual landlord statement – £60 inc VAT

There will be an additional administration charge of £25 inc VAT for organising each of necessary compliance certificates & Housing Health and Safety Standards (breach corrections). This charge is in addition to the invoice from the supplier.

RENT COLLECTION PACKAGE **– 6.5% plus VAT (equivalent to 7.8%) of monthly rent**

- To collect rent from tenant and pay landlord within 5 working days of receiving the rent
- Contact the tenant twice to pursue late rent payments

goodlord · PROUD GUILD MEMBER · arla | propertymark PROTECTED · propertymark cmp Client Money Protection · The Property Ombudsman · tsi APPROVED CODE TRADINGSTANDARDS.UK · DPS Deposit Protection Service