



**Oliver Jaques Estate Agents  
Fee Information for Landlords**

<p align="center"><b>Oliver Jaques are a member of The Property Ombudsman</b></p> <p align="center"><b>Oliver Jaques are member of a client money protection scheme. The name and address of the scheme provider is:-</b></p> <p><b>Propertymark</b> <b>Arbon House, 6 Tournament Court</b> <b>Edgehill Drive, Warwick CV34 6LG</b></p>	<p align="center"><b>Fee payable to Agent</b></p>
Tenancy Set Up (Referencing and credit checking of potential tenants, producing the tenancy agreement, Carrying out Right to Rent Checks, and holding and protecting the tenancy deposit with a Government authorised scheme, Check- In Schedule of Condition and providing the tenants with a Deposit Certificate and Prescribed Information)	£360 inclusive of VAT
Letting Only Service (preparing particulars, advertising your property on major property portals, conducting viewings, negotiating offers)	12% inclusive of VAT
Letting & Rent Collection (as above plus collection of monthly rent)	15% inclusive of VAT of first year's rent
Letting & Management (as above plus management throughout the tenancy and a 6-month property inspection)	18% inclusive of VAT of first year's rent
Management Only (management during existing tenancy plus 6-month property inspection)	6% inclusive of VAT of current yearly rent + £360 inclusive of VAT Set Up Fee
Energy Performance Certificate	£72 inclusive of VAT per property
Gas safety check	£84 inclusive of VAT per property
Electrical safety check	£165 - £300 inclusive of VAT prices vary
Portable Appliance Test	£50 - £120 inclusive of VAT prices vary
Check-Out Schedule of Condition	£108 - £150 each inclusive of VAT dependent on property size

Inventory Reports	£220 - £280 each inclusive of VAT dependent on property size
Installation of Smoke and Carbon Monoxide Alarms	£120 inclusive of VAT
Service of Notice including Section 8 and Section 21 (Let Only)	£150 inclusive of VAT
Additional inspections (in addition to routine inspections under Management service)	£60 inclusive of VAT per visit
Additional visits to HMO Properties	£60 inclusive of VAT per visit
Tenancy renewal fee - Let Only (negotiating and documenting renewal)	£300 inclusive of VAT
Preparation of Documents for County Court Proceedings	£120 inclusive of VAT
Attendance at Court Hearing or Tribunal	£180 inclusive of VAT per day plus court costs
Deposit Claim Adjudication TDSL / DPS (Let Only)	£180 inclusive of VAT
Applying for Consent to Let	£30 inclusive of VAT
Tax retention and completion of documentation to HMRC	£50 per quarter inclusive of VAT
Assisting with preparation to obtain a HMO License	£180 inclusive of VAT
Caretaking Service (Inspection the premises during a void period)	£48 inclusive of VAT per visit
Withdrawal from entering into a tenancy having instructed Oliver Jaques to proceed	£600 inclusive of VAT administration fee
Supervising Part or Total Refurbishment of a Premises where necessary	12% of total cost of works
Sales Commission should a tenant subsequently purchase the property	2% of Sale price inclusive of VAT

**Please note that special conditions for new, previous, and existing customers can apply.**