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Landlord Services & Fees

Letting a home safely is complicated, but we make it simpler.....

At Hugh F Shaw & Co, we have been successfully letting and managing properties in Central London for over 5 decades.

Talk to us about letting your home....

Landlord Services & Fees

We are committed to being upfront with our charges and fees. The Landlord fees set out in the is booklet are applicable for the full term of the tenancy to include any extensions, renewals and/or periodic tenancies. For more details please ask a member of our team.

We offer our private Landlords a choice of services:

Tenant find & rent collection

9% inc vat of the agreed annual rent

Aimed at Landlord with the time and expertise to manage tenants requests, maintenance and repairs themselves during the course of a tenancy.

Tenant find, rent collection + management

15% inc vat of the agreed annual rent

Designed for Landlords who require support to meet their legal, safety and maintenance obligations and to assist those without the time to deal with routine requests from a tenant.

Vacant property care

£900 inc vat per annum

A service catered to our existing Landlords
Please enquire for further details.

Tenant find & rent collection service

9% inc vat (of the agreed annual rent)

- Provide guidance on compliance with statutory provisions & letting consents
 - Market the property and advertise on the relevant portals
 - Carry out accompanied viewings (as appropriate)
 - Find tenant(s)
 - Advise on non-resident tax status and HMRC (if relevant)
 - Collect and hold the deposit
 - Provide tenant with method of payment
 - Collect and remit the monthly rent received
 - Deduct any pre-tenancy invoices
 - Make any HMRC deduction and provide tenant with the NRL8
 - Advise all relevant utility providers of any changes
 - Agree collection of any shortfall and payment method
 - Demand, collect and remit the monthly rent
 - Arrangement payments for statutory requirements
 - Hold keys through the tenancy term
- + Additional non-optional Landlord fees & charges will apply – see table pages for further details

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 - **PLUS ...**
 - **Advice on refurbishment requirements**
 - **Pursue non-payment of rent**
 - **Provide advice on rent arrears actions**
 - **Undertake routine visits and notify landlord of the outcome**
 - **Arrange routine repairs and instruct approved contractors (providing 3 quotes)**
 - **Deposit dilapidation negotiations**
- + Additional non-optional Landlord fees & charges will apply
see table pages for further details

Vacant Property Care Service

To our existing Landlords, we also offer an **exclusive** service for vacant properties which includes:

- Regular visits and checks of your property
- Liaising with house managers or managing agents over any issues arising
- Providing access to contractors, designers, surveyors etc
- Checking meter readings
- Paying bills as requested
- Providing accounting schedules during and at the end of the year.

If this is something you would like to discuss with us then please contact us on 020 7724 5566 to learn more.

You've taken the decision to let your property, now all you have to do is decide what service we can help you with.

We have 5 decades of experience working with landlords in Central London and have developed a sixth sense in matching the right tenant to the right property.

Our office has been established since 1977 in the Baker Street area and we have gained a strong local presence and trustworthy reputation. Speak to us to see how we can help.

Whether you choose our Tenant Find & Rent Collection service or Property Management service, the following standard **additional non-optional Landlord fees & charges will also apply....**

Pre-tenancy fees (prices per tenancy)

Energy Performance Certificate (EPC)	From £120
Gas Safety Certificate (GSR)	From £120
Electrical Installation Condition Report (EICR)	From £160
Portable Appliance Testing (PAT)	From £120
Legionella Risk Assessment	£85
Installing Smoke Alarm & Carbon Monoxide	£30
Testing Smoke Alarm & Carbon Monoxide	£10
Local Authority Licensing Application	£250
Visual check in compliance with the Homes Act	£30 per annum

Start of tenancy fees (prices per tenancy)

Set-up fee	£180
Referencing, Right to Rent, negotiating terms and contract, arranging signed contract	From £120
Additional Tenant Referencing fee	£30
Guarantor Fee	£30
Permitted Occupier Fee	£30
Deposit Registration Fee	£30
Inventory Check-In Fee	From £156
Accompanied Check-In	£50
Landlord Withdrawal Fee	£150

During tenancy fees (prices per tenancy)

Additional property visits	£30
Rent review	£30
Tenancy renewal fee	£50
Right to Rent follow up check	£50 (per tenant)
Landlord Withdrawal Fee	£150
Arrangement Fee for works over £250	10% of net cost

Prices quoted are inclusive of vat

End of tenancy fees (prices per tenancy)

Inventory Check Out fee	£180
Tenancy dispute fee	£250
Tenancy renewal fee	£50
Serving Legal Notice (section 8/section 21/form 6a)	£50 (per tenant)
Court attendance fee	£100

Financial Charges

Interest on unpaid commission	3% above bank of England Base rate from due date until paid.
Contractor commission	5% of contractors invoice.
Submission of non-resident Landlords receipts to HMRC	£30 per quarter
Additional HMRC reporting fee	£50 per request
Annual Income & Expenditure Schedule	£30 per annum
Same-day payments (if requested)	£30 per payment

Other fees & charges

Arrangement fee for works over £1,000	10% of net cost
Obtaining more than 3 contractor quotes	£100 per quote (managed service only)
Management take over	£250 per tenancy
Deposit Transfer	£30 per deposit

Prices quoted are inclusive of vat.

“Excellent service”

“Excellent service, both Irvine and Marc are very reliable and approachable. Very friend staff.I would highly recommend Hugh F Shaw for anyone looking to rent, purchase or sell”

DR GADHVI

More positive reviews of our services can be viewed at [Google](#)



HUGH F SHAW & CO

ESTATE AGENTS

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CONTACT US

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www.hughfshaw.com/landlord-information

As members of Propertymark ARLA, Propertymark Client Protection Money Scheme (CMP) and The Property Ombudsman Redress Scheme (TPO), **we uphold the highest standards of professionalism and ethics in everything we do.** Our knowledgeable team will provide honest, expert advice at all times.



Hugh F Shaw & Co Ltd

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