

Landlords' Fees and Charges

We're committed to being upfront with our charges and fees. The table below shows all Landlord fees shown both inclusive and exclusive of VAT. For more details, please refer to your Terms of Business or ask a member of our team.

Abby Properties is a member of and covered by the ARLA/ Propertymark Client Money Protection Scheme. Abby Properties is also a member of a redress scheme provided by The Property Ombudsman.



Description of Fee	Exclusive of VAT	Inclusive of VAT
Comprehensive Management Service Including Lettings & Rent Collection Service. Subject to a minimum fee of £1,250 (£1,500 inc. VAT) and a minimum monthly management fee of £55 (£66 incl. VAT)	12.5%*	15%*
Lettings & Rent Collection Service Subject to a minimum fee of £1,250 (£1,500 inc. VAT)	9%*	10.8%*
Lettings & Renewal Commission A commission will be charged upon the commencement of the renewed Term and is calculated as a percentage of the gross Rent payable for the new Term.	9%*	10.8%*
Managed Only Service Subject to a minimum monthly management fee of £55 (£66 incl. VAT)	6.4%*	7.68%*
Vacant Management Service Including bi-monthly property visits	£150 per month	£180 per month
Tenancy Administration Fee or for Deeds applying to the Tenancy The administration fee will apply for the preparation of the Abby properties Tenancy Agreement and documents and a pre reference on prospective tenants for a proposed Tenancy. It will also apply to any Deed of Surrender, Variation, Guarantee or Assignment required	£250	£300
Comprehensive Referencing Fee Including verification of details, credit check, employer, landlord and accountant reference (if available)	£75 per person	£90 per person
Tenancy Deposit Registration Fee Collecting and holding the Security Deposit, registering and issuing deposit protection certificate OR administering the deposit replacement insurance product if applicable	£100	£120
Tenancy Continuation Preparation of Memorandum of Renewal Drafting and execution of document if supplied by us and registering is issuing deposit registration certificate	£120*	£144*
Withdrawal from an Agreed Offer	As detailed in the Terms	
Serving of Notices: Section 21	£150	£180
Additional Property Visit	£80	£96
Project Management Fee Management and instruction of contractor works which will be applied to works with a total cost of over £10,000 incl. VAT	10%	12%
Formulating Deposit Adjudication Claim – Comprehensive Management Service	£250	£300
Duplicate Accounting Statements Where the Landlord requires further copies of statements already supplied there will be an additional charge of £12 (£10+VAT) per copy statement	£10	£12
Annual Tax Certificate	£60	£72
Annual Income and Expenditure Report	£100	£120
Legal Proceedings When our staff are required to attend court or arbitration hearings. Cost per person per day	£416.67	£500
Sale of Property Based on sale price agreed	1%	1.2%
Application for Licence Excludes cost of licence, any works, any any risk assessment or other documentation required to grant the licence	£300	£360

Our terms outline your responsibilities, these include but are not limited to the provision and preparation of: An Energy Performance Certificate, Inventory, Inventory Check In/ Out, Professional Cleaning, Insurance: Such as Rent and Legal Protection, Buildings and Contents Safety checks and Certification. If you prefer not to make these arrangements yourself, please contact your local office for assistance.

***PLEASE NOTE:**

Fees are expressed as a percentage of the agreed rent for the entire tenancy. Fees for our Lettings & Rent Collection Service are payable in advance at the start of the tenancy based on the agreed term. For our Comprehensive Management Service 15% (Inc. VAT) is payable in advance based on the agreed term. Fees are also payable at the same percentage on any renewals, extensions or periods of holding over. Please refer to our Terms for further information.