



Willsons
— SINCE 1842 —

RESIDENTIAL LETTINGS

LANDLORD FEES

April 2026

www.willsons-property.co.uk

Fully Managed Service

Service	Fee plus VAT	Total Inc VAT
<p>Initial setup fee and monthly fee includes the following:</p> <ul style="list-style-type: none"> - Market appraisal to ascertain lettings market value - Ensuring full compliance upon signing of the Tenancy agreement - Advertising online as well as through our extensive mailing lists - 'To Let' board to be erected at property (if agreed with Landlord) - Arranging and undertaking viewings - Obtaining Tenant's ID - Processing Tenant's (maximum of 2 included) through referencing and credit checks - Undertaking start of Tenancy Inventory - Preparation of Assured Periodic Tenancy - Obtaining Tenants signatures on the Tenancy and providing Tenant with Prescribed Information - Holding spare keys for the duration of the Tenancy - Collecting first months rent upfront and collecting monthly rent thereafter and providing monthly emailed statement - Chasing late or unpaid rent and advising on rent arrears - Advising ELDC and Anglian Water of change of occupier - Arranging for routine repairs - Arranging for certificates such as Gas Safety, Electrical Installation etc. - Arranging for Energy Performance Certificate to be undertaken - Rent review no more frequently than every 12 months - Registering the deposit with Tenancy Deposit Scheme - Periodic property inspections - End of Tenancy check out 	<p>100% of the first months rent, subject to a minimum of £600 plus VAT</p> <p>12% plus VAT of the rent for the duration of the Tenancy or management service, deducted from monthly rent payments</p>	<p>100% of the first months rent (plus VAT), subject to a minimum of £720 including VAT</p> <p>14.4% including VAT of the rent for the duration of the Tenancy or management service, deducted from monthly rent payments</p>
The following services are optional as set out within the Landlords Terms document		
Inventory Fee	Included	
Checkout Fee	Included	
Additional Tenant referencing (per person)	£50.00	£60.00
Guarantor referencing (per person)	£50.00	£60.00
Deposit Registration Fee	Included	
Amendments to Tenancy mid term	£41.67	£50.00
Renewal of Tenancy to another fixed term	£125.00	£150.00
Quarterly submission of non-resident landlord tax to HMRC	£30.00	£36.00
Annual submission of non-resident landlord tax to HMRC	£50.00	£60.00
Arranging for Energy Performance Certificate	Included	
Arranging for Gas Safety Certificate	Included	
Arranging for Electrical Installation Certificate Report	Included	
Deposit Dispute Fee	£150.00	£180.00
Statutory Declaration for Deposit Dispute	£50.00	£60.00
Provision of replacement smoke alarms (per unit)	£25.00	£30.00
Provision of carbon monoxide alarm (per unit)	£25.00	£30.00
Providing a hard copy of a paper statement	£10.00	£12.00
Key holding and releasing to authorised persons (per quarter per property)	Included	
Electricity Card holding and releasing (per quarter per property)	Included	
Replacement key cutting (per key)	£10.00	£12.00
Additional property inspection or request to visit the property	£30.00	£36.00
Service of Section 8 Notice	£250.00	£300.00

Rent Collection Service

Service	Fee plus VAT	Total Inc VAT
Initial setup fee and monthly fee includes the following: <ul style="list-style-type: none"> - Market appraisal to ascertain lettings market value - Ensuring full compliance upon signing of the Tenancy agreement - Advertising online as well as through our extensive mailing lists - 'To Let' board to be erected at the property (if agreed with Landlord) - Arranging and undertaking viewings - Obtaining Tenant's ID - Processing Tenant's (maximum of 2 included) through referencing and credit checks - Undertaking start of Tenancy Inventory - Preparation of Assured Periodic Tenancy - Obtaining Tenants signatures on the Tenancy and providing Tenant with Prescribed Information - Collecting first months rent upfront and collecting monthly rent thereafter and providing monthly emailed statement - Chasing late or unpaid rent and advising on rent arrears 	100% of the first months rent, subject to a minimum of £650 plus VAT 8% plus VAT of the rent for the duration of the Tenancy or management service, deducted from monthly rent payments	100% of the first months rent (plus VAT), subject to a minimum of £780 including VAT 9.6% including VAT of the rent for the duration of the Tenancy or management service, deducted from monthly rent payments
The following services are optional as set out within the Landlords Terms document		
Inventory Fee	See schedule of charges on final page	
Checkout Fee	See schedule of charges on final page	
Additional Tenant referencing (per person)	£50.00	£60.00
Guarantor referencing (per person)	£50.00	£60.00
Deposit Registration Fee	£60.00	£72.00
Amendments to Tenancy mid term	£41.67	£50.00
Renewal of Tenancy to another fixed term	£125.00	£150.00
Rent Review	£50.00	£60.00
Quarterly submission of non-resident landlord tax to HMRC	£30.00	£36.00
Annual submission of non-resident landlord tax to HMRC	£50.00	£60.00
Arranging for Energy Performance Certificate	£30.00	£36.00
Arranging for Gas Safety Certificate	£30.00	£36.00
Arranging for Electrical Installation Certificate Report	£30.00	£36.00
Deposit Dispute Fee	£150.00	£180.00
Statutory Declaration for Deposit Dispute	£50.00	£60.00
Provision of replacement smoke alarms (per unit)	£25.00	£30.00
Provision of carbon monoxide alarm (per unit)	£25.00	£30.00
Providing a hard copy of a paper statement	£10.00	£12.00
Key holding and releasing to authorised persons (per quarter per property)	£10.00	£12.00
Electricity Card holding and releasing (per quarter per property)	£25.00	£30.00
Replacement key cutting (per key)	£10.00	£12.00
Property inspection or request to visit the property	£30.00	£36.00
Service of Section 8 Notice	£250.00	£300.00

Let Only Service

Service	Fee plus VAT	Total Inc VAT
Initial setup fee and monthly fee includes the following: <ul style="list-style-type: none"> - Market appraisal to ascertain lettings market value - Ensuring full compliance upon signing of the Tenancy agreement - Advertising online as well as through our extensive mailing lists - 'To Let' board to be erected at the property (if agreed with Landlord) - Arranging and undertaking viewings - Obtaining Tenant's ID - Processing Tenant's (maximum of 2 included) through referencing and credit checks - Preparation of Assured Periodic Tenancy - Obtaining Tenants signatures on the Tenancy and providing Tenant with Prescribed Information - Collecting first months rent upfront at the time of signing 	100% of the first months rent, subject to a minimum of £650 plus VAT	100% of the first months rent (plus VAT), subject to a minimum of £780 including VAT
The following services are optional as set out within the Landlords Terms document		
Inventory Fee	See schedule of charges on final page	
Checkout Fee	See schedule of charges on final page	
Additional Tenant referencing (per person)	£50.00	£60.00
Guarantor referencing (per person)	£50.00	£60.00
Deposit Registration Fee	£60.00	£72.00
Amendments to Tenancy mid term	£41.67	£50.00
Renewal of Tenancy to another fixed term	£125.00	£150.00
Rent Review	£50.00	£60.00
Quarterly submission of non-resident landlord tax to HMRC	£30.00	£36.00
Annual submission of non-resident landlord tax to HMRC	£50.00	£60.00
Arranging for Energy Performance Certificate	£30.00	£36.00
Arranging for Gas Safety Certificate	£30.00	£36.00
Arranging for Electrical Installation Certificate Report	£30.00	£36.00
Deposit Dispute Fee	£150.00	£180.00
Statutory Declaration for Deposit Dispute	£50.00	£60.00
Provision of replacement smoke alarms (per unit)	£25.00	£30.00
Provision of carbon monoxide alarm (per unit)	£25.00	£30.00
Providing a hard copy of a paper statement	£10.00	£12.00
Key holding and releasing to authorised persons (per quarter per property)	£10.00	£12.00
Electricity Card holding and releasing (per quarter per property)	£25.00	£30.00
Replacement key cutting (per key)	£10.00	£12.00
Property inspection or request to visit the property	£30.00	£36.00
Service of Section 8 Notice	£250.00	£300.00

Inventory Charges

Number of Bedrooms	Fee plus VAT	Total Inc VAT
One Bedroom	£130.00	£156.00
Two Bedrooms	£140.00	£168.00
Three Bedrooms	£150.00	£180.00
Four Bedrooms	£160.00	£192.00
Five Bedrooms & more	£170.00	£204.00

Please Note: Unfurnished properties only. For furnished properties please contact a member of the team.

Checkout Charges

Number of Bedrooms	Fee plus VAT	Total Inc VAT
One Bedroom	£130.00	£156.00
Two Bedrooms	£140.00	£168.00
Three Bedrooms	£150.00	£180.00
Four Bedrooms	£160.00	£192.00
Five Bedrooms & more	£170.00	£204.00

Please Note: Unfurnished properties only. For furnished properties please contact a member of the team.