

## Schedule of Fees – APPLIES TO MANAGED SERVICES ONLY.

Let-Only / Introduction Service	Equivalent to 1 month's rent + vat (at rent achieved)
Standard fully managed fee	10.5% + vat = 12.6% inclusive of vat
Fine and Country standard fee	12% + vat = 14.40% inclusive of vat
Pre-Tenancy Determination of Tenant / Guarantor reference & status for Managed and LET Only Service	£75.00 per person + vat = £90.00
Tenancy Referencing & Right to Rent checks	£90.00 inclusive of vat per tenant / per guarantor
If additional checks are required at an interim point	
Financial Sanctions Checks	£30 inclusive of vat per person
Anti-Money Laundering Checks	£30.00 inclusive of vat per person
Right to Rent Checks	£30.00 inclusive of vat per person
Service of a Written Statement of Information as per the Renters' Rights Act 2025 from <b>1<sup>st</sup> May 2026</b>	included in Management
<b>Existing Tenancy, if Landlord requires</b>	
Preparation of An Assured Periodic Tenancy (APT) as per the Renters' Rights Act 2025 from <b>1<sup>st</sup> May 2026</b>	£150.00 inclusive of vat
New Tenancy from 1 <sup>st</sup> May 2026	
Preparation of An Assured Periodic Tenancy (APT) as per the Renters' Rights Act 2025 from <b>1<sup>st</sup> May 2026</b>	included in Management
Inventory, Check-In and Check-Out	Costs provided by Inventory company at the time.
Additional Property Inspections	£60.00 inclusive of vat
Duplicate statements of account – Electronic only	£15.00 incl vat per item
Landlord Year End / Quarterly statements	£15.00 incl of vat
Admin assistance & submission of part of paperwork for LL applying for an HMO Licence	£300.00-£600.00 inclusive of vat
Supply of supporting documents for Selective Licence	£150.00 inclusive of vat
Preparation & Service of a Section 8 Notice	Fee charged by legal firm
If you require assistance from Shepherds on Section 8 Notice (where you do not instruct a solicitor)	POA
Preparation & Service of a Section 13(2) Notice	£90.00 inclusive of vat
Preparation of paperwork for Court Claim, Deposit Disputes, First-tier Tribunal Hearing, Insurance Claim	£300.00 inclusive of vat
Court Attendance / Attendance at First-tier Tribunal	£150.00 inclusive of vat per hour, Attendance at Mediation Hearing plus travel & expenses
Accompanying Bailiff at eviction on site	£90 per hour
PRS Database Registration	TBA
PRS Database Compliance periodic updating Of certificates and amendments throughout the year Price per annum	TBA
Sale of Property to Tenant – Sales Terms of Business will be issued and apply	0.75% + vat = 0.9% of selling price
Withdrawal fee, where a ready, willing and able tenant Has been found and completed referencing	£250.00 inclusive of vat
Service cancellation – where a landlord services notice to Use another agent, or self-manage	fee equal to 1 month rent Inclusive of vat