

SHEPHERDS ESTATE AGENTS LIMITED FEE STRUCTURE

The Landlord is required to indicate which level of service they require.

Let-Only / Introduction Only Service – Equivalent to 1 month's rent + vat (at rent achieved)

Set-up fee – waived at this current time n/a

- Preparation of floor plans (if applicable) & marketing photos
- Marketing the Property to Shepherds database and on all major portals
- Conducting accompanied viewings
- **Preparation and execution of the tenancy agreement – when Deposit scheme details are provided**
- Issuing relevant paperwork pre-move in
- Provision of statutory documents

We advise all non-managed landlords to join a landlord advisory scheme for compliance updates.

Pre-Tenancy Determination of Tenant / Guarantor for Managed and LET Only Service - £75.00 per person + vat = £90.00

- In-house assessment of paperwork bundle
- External Full reference of each applicant / guarantor & affordability check
- Right to rent checks
- Financial sanction checks
- AML checks
- ID checks

Fees will be deducted from the rent paid in advance and the balance will be invoiced, if applicable.

The Agent will find a suitable tenant in line with the Terms and Conditions of Business agreed by the Landlord.

Fully Managed Service

Set-up fee – waived at this current time n/a

Standard fully managed fee 10.5% + vat = 12.6% inclusive of vat payable when the tenant has taken occupation. Fees will be paid monthly in advance and deducted from the rent.

Fine and Country standard fee 12% + vat = 14.40%

- Preparation of floor plans (if applicable) & marketing photos
- Marketing the Property to Shepherds database and on all major portals
- Conducting accompanied viewings
- Preparation and execution of the tenancy agreement
- Lodge deposit in a government nominated scheme (TDS)
- Issuing relevant paperwork pre-move in
- Provision of statutory documents
- Issue of prescribed information
- Oversee and arrange, Preparation of Inventory, check-in and check-out, pre & post tenancy.
- Interim inspections, reporting findings to Landlords
- Handle all repairs & maintenance
- Offer 24/7 reporting line and emergency services to tenants
- Undertake comprehensive rent reviews annually and issue documented evidence

- Legal Compliance updates
- Handle changes in legislation/service where applicable
- Composition / issue of Year End statements for Landlords
- Monitor, arrange safety expiries, arrange testing, and issue all renewable safety certificates
- Assistance can be given (chargeable) with service of Section 8 Notices (Form 3) subject to Landlord agreeing to the Terms & Conditions
- Offer of Warranty insurance through the reference/underwriters (at the insurers current rates) of the referencing process. Providing this is taken within 30 days of the tenancy.
 - Handling and submitting claims bundles for Landlords to current insurance provider used by Shepherds
- Help with the next phases of Renters Rights Act 2025, as and when they are introduced. Please refer to scale of charges and Terms of Conditions.

The Agent will collect rent in line with Agent's Terms and Conditions of Business.

**Pre-Tenancy Determination of Tenant / Guarantor for Managed and LET Only Service -
£75.00 per person + vat = £90.00**

- In-house assessment of paperwork bundle
- External Full reference of each applicant / guarantor & affordability check
- Right to rent checks
- Financial sanction checks
- AML checks
- ID checks

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 1st May 2026	included in Management
Existing Tenancy, if Landlord requires	
Preparation of An Assured Periodic Tenancy (APT) as per the Renters' Rights Act 2025 from 1st May 2026	£150.00 inclusive of vat
New Tenancy from 1 st May 2026	
Preparation of An Assured Periodic Tenancy (APT) as per the Renters' Rights Act 2025 from 1st May 2026	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	TBA
Price per annum	
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