

FEES TO: LANDLORDS 2025

www.mu-property.com

ARLA Licensed
Member



Client Money Protection
(CMP) provided by ARLA



Independent Redress
provided by TPOS



Administration & Setup Fee £450 (£540)

Once you have instructed us to advertise your property, we will:

- Agree the monthly rental value.
- Advise on any necessary or preferred refurbishment.
- Provide guidance on compliance with statutory provisions and Letting Consents.
- Prepare property details including floor plans and arrange for photos to be taken.
- Advertise the property through online portals including Rightmove and Zoopla.
- Erect a 'For Rent' board outside your property in accordance with the Town and County Planning Act 1990.
- Carry out accompanied viewings or arrange a mutually convenient time to meet you at the premises.
- Request a set of keys to help prepare the property for let.
- If applicable, arrange an Energy Performance Certificate (EPC). *The EPC is subject to a **contractor fee**.*

This fee is included in the Finding a Tenant Service (Service Option 1) and only applicable for our Rent Collection Service (Service Option 2) and Fully Managed Service (Service Option 3)

Find a Tenant Service (Option 1)	Rent Collection Service (Option 2)	Fully Managed Service (Option 3)
Our commission is calculated at 6.5% (7.8%) of the gross annual rent premium and is payable at the start of the initial fixed term.	Our commission is calculated at 8.5% (10.2%) of the gross annual rent premium, deducted from the rent on a monthly basis.	Our commission is calculated at 10% (12%) of the gross annual rent premium, deducted from the rent on a monthly basis.
Includes Negotiate offers submitted by any potential Tenant and discuss with you for approval. Take a Holding Deposit (capped at 1 week of the weekly rent) Where possible we will obtain references for the proposed tenants from employers and previous landlord as well as credit check through an independent company and a Tenants Right to Rent check. Provide feedback on referencing and credit checks. Collect first month's rent and Deposit (capped at 5 weeks of the weekly rent) Prepare a comprehensive Tenancy Agreement with any supporting documents. Register Tenants Deposit with The Deposit Protection Service (The DPS) Provide the Tenant with a Standing Order mandate for future rental payments. Deduct any pre-Tenancy Agreement invoices from 1st month's rent. Provide guidance on non-resident tax status and HMRC (if relevant) Contact all parties prior to the end of the Tenancy Agreement to discuss renewal or termination. If applicable, arrange contractor appointments prior to the start of the Tenancy Agreement selected on the Landlord Order Form.	Also includes everything from Find a Tenant Service Collect rent by Standing Order and make all reasonable endeavours to transfer into your account on the same working day. Provide you with monthly statements which outline rent to be paid minus commission and other costs relating to the property. Pursue non-payment of rent and provide advice on rent arrears action. Provide annual statement for you and your tax advisor (on receipt of written request) Make any HMRC deductions and arrange payment on a quarterly basis.	Also includes everything from Find a Tenant and Rent Collection Services Transfer utilities and Council Tax at start and end of the Tenancy Agreement. Arranging routine repairs using our approved contractors. Provide your Tenant with 24-hour emergency out of hours support. Manage delivery of any new appliances. Conduct two property visits per annum and provide a landlord report. Securely hold one set of keys throughout the length of the Tenancy Agreement. We will also require 2 more set of keys for the Tenants. Provide you with guidance on any changes to legislation that require work or checks to be carried out so that you stay compliant. Arrange contractor appointments on your behalf if required. Check a Tenants Right to Rent Status before expiry. Serve notice on a Tenant to end the Tenancy Agreement. Endeavour to deal with any dilapidations at the end of the Tenancy Agreement and negotiate with the Tenants regarding Deposit deductions. Prepare the property for remarketing. If applicable, arrange contractor appointments at to the end of the Tenancy Agreement as agreed with the Landlord or selected on the Landlord Order Form.
This is a one-off payment	Commission will be payable throughout the term and extension of it, whether fixed term or periodic even if we are not instructed to act on your behalf, for as long as one person forming the Tenant remains in the premises.	

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Additional Non-Optional Fees

The following services are in addition to the above and form the subject of an additional charge depending on the service level:

Description	Comments	Fee
Abortive Tenancy Fee	Should you not wish to proceed with a Tenancy Agreement following acceptance of an offer	£450 (£540)
Inventory Fee	Instruct an independent clerk to prepare an Inventory and Schedule of Condition Report	From £130 (£156)
Check-in Fee	Instruct an independent clerk to conduct a check-in using the Inventory and Schedule of Condition Report	From £115 (£138)
Check-out Fee	Instruct an independent clerk to conduct a check-in using the Inventory and Schedule of Condition Report	From £115 (£138)
Termination Fee	In the event you terminate the Rent Collection or Fully Managed Service during a tenancy. This fee would also apply if you sold the property with the tenant in residence	One year's fees
Service of Prescribed Legal Notice	Serving a legal notice upon the tenant.	£60 (£72)
Renewal Fee	Contract negotiation, amending and updating the terms to take into account all legislative changes as well as rent changes, arranging a further tenancy agreement and re-registering the tenant's security deposit.	£125 (£150)
Rent & Legal Protection Service	Your interest added to our Rent and Legal Protection insurance policy Not available for Tenancy Find Only Service	2.5% (3%) of monthly rent
Sales Commission	If a Tenant or any associated person introduced by us proceeds to purchase the Property, we will charge a sales commission of the agrees sale price, upon completion. This fee will include sales progression	1.5% (1.8%)
Deposit Negotiation	Negotiate the release of the Deposit between the Landlord and Tenant. Included in Fully Managed Service	£75 (£90)
Deposit Disputes Fee	Submit documentation in order to support a claim against the deposit to The DPS for their adjudication service.	£100 (£120)
Amending the Tenancy Agreement	Making amendments during the Tenancy, requested by the Landlord. Included in Fully Managed Service	£50 (£60)
Rent Review for a Periodic Tenancy	Rent Negotiation, re-registering the tenant's security deposit and Service of Section 13 Notice.	£125 (£150)
Court Appearance	Attend court as a witness for the Landlord	£50 (£60) per hour
Property Visits	To attend requests specific to the Tenancy Agreement, neighbour disputes or any Maintenance and Repairs linked visit. Included in Fully Managed Service	£50 (£60) per visit
Arrangement Fee for a Compliance Check	Arrange for a qualified contractor to carry out the check and circulate certificate to all parties. If applicable, arrange remedial work following a check. Included in Fully Managed Service. Subject to a contractor fee	£25 (£30)
Obtain more than two quotes for Contractor works		£25 (£30) per quote
Arrange Contractor Works for Maintenance and Repairs over £500 (includes two quotes)	Arranging estimates or quotes for approval and access, ensuring work has been carried out in accordance with the specifications of works and Retaining a warranty or guarantee as a result of any works	8.5% (10.2%) of net cost
Arrange Contractor works for Refurbishment or Major Repairs (includes two quotes)	Arranging estimates or quotes for approval and access, ensuring work has been carried out in accordance with the specifications of works and Retaining a warranty or guarantee as a result of any works	8.5% (10.2%) of net cost
Arranging Void Management works with Contractors (includes two quotes)	Arranging estimates or quotes for approval and access, ensuring work has been carried out in accordance with the specifications of works and Retaining a warranty or guarantee as a result of any works	8.5% (10.2%) of net cost (min of £50 (£60)).

All fees in brackets have been quoted including VAT.