



amber & co
www.amberandco.co.uk

Landlord fees: An open and transparent outline of landlord fees, thoughtfully designed for Amber & Co landlords.

Once an ideal tenant has been carefully selected for your property, we will move swiftly to prepare the tenancy agreement. Please note that tenancy charges may vary in accordance with the specific terms agreed with you. We therefore invite you to contact our office for a comprehensive and clearly itemised breakdown of all applicable costs. Transparency is central to our service. We are committed to ensuring that there are no unforeseen charges at the point of contract, and the following outlines the fees you can typically expect. Our commission structure is both clear and flexible, allowing landlords to distribute the cost of our services over the course of the tenancy. In contrast to many traditional agencies, our commission is deducted directly from the rental income, enabling landlords to begin receiving returns on their investment from the moment the tenant takes occupation.

All fees are inclusive of VAT unless otherwise stated. A full breakdown of services is available upon request. Full Terms of Business apply. Amber & Co is a member of The Property Ombudsman (TPO) and a Client Money Protection Scheme.

LETTINGS SERVICES – 9.6% SOLE (INC VAT)

- Visiting your property to provide a rental assessment
- Market the property and advertise on relevant portals
- Conducting viewings with prospective tenants
- Negotiating a tenancy between landlord and tenant
- Taking a holding deposit subject to contract and references
- Collecting first instalment of rent
- Arranging tenant's rent payment schedule
- Registering deposit where applicable
- Issuing statement for first rent instalment
- Negotiating renewals (fees apply)
- Assisting in deposit return process (fees apply)
- Holding a set of keys for duration of our agreement
- Ensuring safety paperwork (Gas, Electrical, etc.) is in place (at landlord's expense)
- Arranging for an inventory & schedule of condition (at landlord's expense)

If the tenancy is 12 months and the rent is £1,000 per month, the fee will be 9.6% (inc VAT). Minimum commission charge: £1,152 (inc VAT). This commission will also be due on every tenancy renewal, extension, or continuation of the tenancy.

RENT COLLECTION SERVICES – 12% SOLE (INC VAT)

- All services in Lettings Service, plus:
- Arranging tenant standing order payments
- Ongoing rent collection
- Regular landlord statements (rent, invoices, fees)
- Monthly deduction of fees
- Pursue non-payment of rent and provide advice on rent arrear actions

If the tenancy is 12 months and the rent is £1,000 per month, the fee will be 12% (inc VAT). Minimum commission charge: £1,440 (inc VAT). This commission will also be due on every tenancy renewal, extension, or continuation of the tenancy.

FULLY MANAGED SERVICES – 15% SOLE (INC VAT)

- All services in Lettings and Rent Collection Service, plus:
- Informing utility providers & council tax of tenant details
- Holding keys for the duration of the agreement
- Two property visits per annum
- Recording & arranging safety renewals (at landlord's expense)
- Serving standard notices (excluding arrears/breach)
- Arranging tenant check-out (fees may apply)
- Obtaining quotes for works/dilapidations
- Negotiating deposit deductions with tenant
- Arranging repairs/maintenance (up to £400 inc VAT)
- Liaising with tenant on all tenancy matters
- Provide an emergency out of hours service
- Manage the end of tenancy process and deposit return

If the tenancy is 12 months and the rent is £1,000 per month, the fee will be 15% (inc VAT). Minimum commission charge: £1,800 (inc VAT). This commission will also be due on every tenancy renewal, extension, or continuation of the tenancy.



216 Uxbridge Road, Shepherd's Bush, London, W12 7JD
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Registration No: 06860547 **VAT Registration No:** 250 4499 07





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CATEGORY	FEE	AMOUNT (Inc VAT)	NOTES / STARTING FROM
ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF SERVICE LEVEL):			
ADMIN / SETUP FEES	Tenancy Set Up / Deed of Variation	£250	
	Tenant References (Processing application and referencing checks).	£37.50	Per Person
	Company Let References (Processing application and referencing checks).	£37.50	Per Person
	Guarantor References (Processing application and referencing checks).	£37.50	Per Person
	Deposit Registration	£37.50	Per Annum
	Sanctions Check	£2.50	Per Person
	Right to Rent Check	£37.50	Per Person
	Inventory and Check-In	£137	Starting From
	Pre-Tenancy Cleaning	£195	Starting From
	Key Cutting Service	£35	Starting From
RENEWAL FEES	Rent Review	£250	
	Renewal Tenancy Set Up	£250	
	Deposit Registration	£37.50	Starting From
	Change of Tenancy (Swaps)	£250	
END OF TENANCY FEES	End of Tenancy Cleaning	£195	Starting From
	Inventory and Check-Out	£137	Starting From
	End of Tenancy Deposit Dispute	£250	



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PROPERTY / SAFETY / COMPLIANCE FEES	Gas Safety Certificate	£115	Starting From
	Boiler Service	£118	Starting From
	Portable Appliance Test	£125	Starting From
	Energy Performance Certificate (EPC)	£125	Starting From
	Electrical Installation Condition Report (EICR)	£195	Starting From
	Fire Risk Assessment	£350	Starting From
	Fire Alarm Assessment	£195	Starting From
	Carbon Monoxide Alarm Installation	£99 + £35	Starting From
	Smoke Alarm Installation	£99 + £35	Starting From
	Smoke & Carbon Monoxide Test	£99	Starting From
	Legionella Risk Assessment	£150	Starting From
	Additional Property Inspections	£125	Starting From
Serving of a Section 21 Notice or Notice to Quit	£120	Starting From	
MAINTENANCE / WORK FEES	Property Maintenance Works Over £1,000	10%	
	Void Period Property Visits	£99	
	Additional Work Outside Scope:	£99	Per hour
MISCELLANEOUS / OTHER FEES	HMRC Return for Non-resident Landlords	£155	Starting From
	Court Appearance	£495	
	Licensing Application Service Fee	£150	Starting From
	Reporting to and Making Payments to HMRC	£99	Starting From
	Float Held on Account (Management only)	POA	
	Income & Expenditure Report	£155	Starting From
	If Applicant Declined by Landlord	£350	Starting From
	On-site Waiting	£40	Starting From
	Providing Duplicate Statement(s)	£2	Per statement (min. £10)
	Early Surrender of Tenancy	£250	
HMO Application Charge	£600		



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TENANCY ARRANGEMENT AND PREPARATION	£250 inc VAT. To include preparing tenancy agreement, a sample copy to your prospective Tenant, taking a Holding Deposit to show commitment to wish to enter into an agreement (subject to contract and references), arranging the Tenant's standing order (where applicable), accounting to you regarding the first rental paid less our fees and commission.
INVENTORY/ CHECK-IN FEE	varies per property depending on size of property and number of rooms and whether the inventory and check-in is booked in as one job or separately. We only charge our client what the third-party clerk charges us, with no mark up. Detailed schedule available on request.
PROPERTY VISITS	Additional property manager visits: £100 inc VAT (to attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance linked visit). Property attendance – contractors/deliveries: £30 inc VAT attendance fee and £30 inc VAT per hour.
HMRC RETURN FOR NON-RESIDENT LANDLORDS	Submission of non-residential landlord's receipts to HMRC: £155 inc VAT quarterly. To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC.
EICR, GAS, FIRE ALARM, AND RISK ASSESSMENT	(this is for the report only as any remedial work required will be quoted for separately after the report is carried out).
EARLY SURRENDER OF TENANCY FEE	If you agree to a request to end the Tenancy early in order for one or more but not all Tenants to be replaced, we will advise on the most appropriate legal documentation at the time. An administration charge of £250 will be charged.
RENT REVIEW FEE	A Rent Review Fee of £250 will be paid when we are required to serve a Section 13 notice to review the rent during a Periodic tenancy.
PLEASE NOTE	Prices are subject to fluctuations at any time without notice. We will do our best to keep prices current and provide accurate information.
MANAGEMENT-ONLY SERVICE:	£450 handover and 6% of rent payable minimum fee £1,800
CANCELLATION / ABORTIVE FEE	Cancellation of tenancy after offer agreed – £350 (inc VAT) Payable where the landlord withdraws after a tenant has been secured, plus any third-party costs incurred.



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SALE OF THE PROPERTY	<p>1.95% (plus VAT) of the sale price 2.34% of the sale price (inc. VAT)</p> <ul style="list-style-type: none"> • Sale of Property with Tenant in Situ: Where a property is sold with a tenant introduced by Amber & Co, our commission shall remain payable for as long as the tenant (or any renewal, extension, replacement, or continuation of that tenancy) remains in occupation of the property. The Landlord agrees to notify any purchaser of the property of this obligation and to ensure that the purchaser enters into a new agreement with Amber & Co on the same terms, or otherwise guarantees payment of our fees. In the event that such an agreement is not entered into, the original Landlord shall remain liable for all fees due for the remainder of the tenancy. • Ongoing Commission: Commission is payable for as long as the tenant introduced by Amber & Co remains in occupation of the property, whether under the original tenancy, any renewal, extension, periodic tenancy, or any agreement entered into with the same tenant or any associated party. • Assignment and Successors: This obligation to pay fees shall be binding on the Landlord and their successors in title. The Landlord agrees that this agreement may be assigned to any new owner or managing party, and that such party shall be responsible for the ongoing payment of fees.
COMPLIANCE DOCUMENT RE-ISSUE (CHANGE OF OWNERSHIP)	<p>£195 (inc VAT) Where a property is sold and the new owner requires copies, re-issue, or re-certification of compliance documentation (including but not limited to gas safety, electrical reports, EPC, and tenancy documentation), an administration fee will apply. This fee covers reviewing documentation, liaising with contractors where required, and ensuring documents are correctly assigned or re-issued in the name of the new owner. Any third-party costs for new certificates or inspections will be charged separately.</p>

PAYMENT TERMS LINE	<p>Fees will be deducted from rental income where applicable. Where insufficient funds are available, invoices are payable within 14 days.</p>
INTEREST / LATE PAYMENT	<p>Interest may be charged on overdue sums in accordance with our Terms of Business.</p> <p>Amber & Co (MGMT) LTD are members of the Property Redress Scheme (The Property Ombudsman) and have Client Money Protection with 'Propertymark Client Money Protection Scheme.</p>

ADDITIONAL FEES AND CHARGES, PROPERTY:					
SCALE OF FEES FOR SERVICE						
LETTINGS	Sole <input type="checkbox"/>	Multi Agency <input type="checkbox"/> Inc VAT	RENT COLLECTION	Sole <input type="checkbox"/>	Multi Agency <input type="checkbox"/> Inc VAT
FULLY MANAGED	Sole <input type="checkbox"/>	Multi Agency <input type="checkbox"/> Inc VAT			
PRINT NAME:					
SIGNATURE:	DATE:			

