

Letting services and fees

Our three-tier letting services for landlords allow you to choose what works for you based on your budget and the amount of involvement you need from us.

Fully Managed	Rent Collection	Tenant Find
14.4% of monthly rent	9.6% of monthly rent	72% of first month's rent

All these percentages include VAT. If you're after something different, just let us know – we're more than happy to quote for a bespoke service.

What's included in our letting services for landlords?

Whichever package you choose, we'll do the following as standard:

- ✓ Agree the market rent and advertise your property
- ✓ Put up a To Let board
- ✓ Carry out accompanied viewings
- ✓ Guide you through complying with statutory provisions and letting consents
- ✓ Conduct tenant checks and full referencing
- ✓ Collect the deposit and register it with the Deposit Protection Service
- ✓ Prepare the Tenancy Agreement
- ✓ Arrange an inventory with an independent specialist (extra fee applies)

Here's a breakdown of what's included in each package in addition to these services.

Service	Fully Managed	Rent Collection	Tenant Find
Check-in tenant	✓	✓	✓
Provide tenant with move-in pack	✓	✓	✓
Collect and send monthly rent, issue statement	✓	✓	✗



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Hold keys throughout the tenancy term	✓	✓	✗
Advise utility providers and local council of any changes	✓	✓	✓
24/7 maintenance management and repairs	✓	✗	✗
Biannual property inspections	✓	✗	✗
Ensure compliance with statutory provisions and up-to-date letting consents	✓	✗	✗
Arrange tenancy renewals/terminations	✓	✓	✗
Arrange check-out with an independent specialist*	✓	✓	✗
Oversee tenancy deposit return process	✓	✓	✗

We have a minimum fee of £600 per tenancy term, which applies if you decide to withdraw from a proposed tenancy or cancel our services once an offer has been accepted, references have been applied for and/or we've prepared tenancy documentation.



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Add-on services

If you'd like to add on services that aren't included in your letting management package, you'll find our bespoke fees below. Those marked with a * indicate that they're carried out by independent specialists, so prices will vary but are available upon request

Service	Cost
Carry out an accompanied viewing	£15 per hour (1 hour minimum)
Erect a To Let board	£10
Tenant referencing, including guarantor (if needed)	£45 per tenant
Right to Rent check	£15 per tenant
Collect and register a deposit with the Deposit Protection Service	£30
Prepare the Assured Shorthold Tenancy (AST) agreement	£150
Arrange an inventory with an independent specialist*	£10 + cost of inventory
Check-in tenant and prepare a move-in pack	£65
Collect meter readings and notify relevant utility providers and council	£15
Hold keys for a property	£15 per annum
Property inspection	£35 per inspection
Arrange for a Gas Safety Certificate*	£10 + cost of certificate
Arrange Portable Appliance Testing (PAT)*	£10 + cost of PAT
Arrange an Electrical Safety Check*	£10 + cost of electrical check
Arrange for a chimney sweep/inspection*	£10 + cost of sweep/inspection
Arrange for an Energy Performance Certificate*	£10 + cost of certificate
Arrange for floorplans*	£10 + cost of plans
Arrange for general maintenance works – collect up to 2 quotes*	£15 + cost of works
Arrange for large maintenance works (priced over £6,000) – collect up to 3 quotes*	£45 + cost of works



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Legionnaires risk assessment	£45
A new key cut/security device replacement*	£15 + cost of key/device
Negotiating addenda to a tenancy agreement	£50 (per amendment)
Arrange for a tenancy to be extended to a periodic tenancy	£30
Issue notice seeking possession	£90
Review the rent and propose a rent increase	£45
Arrange check-out by an independent specialist*	£10 + cost of check-out report
Return the deposit and deal with any disputes	£85
Issue an annual statement of income and expenditure	£75
Admin – non-resident landlord tax returns	£150 per year
Redirection of mail*	Cost of postage
Furnishing a property*	£30 per room + cost of furnishings
Admin – application for an HMO licence*	£250 + associated costs
Admin – application for change of use*	£175 + associated costs

Independent specialist fees

To help us manage your property to the highest standards, we use independent specialists to carry out certain services. Costs for these may vary, but you're under no obligation to use our recommended specialists. Here's a rough price guide to help you budget.

Service	Cost
Inventory	From £120 to £280
Gas Safety Certificate	From £90
Portable Appliance Testing	From 50p per item + an attendance fee
Electrical Safety Check	From £180
Chimney sweep/inspection	From £50 per sweep



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Energy Performance Certificate	From £90
Floorplans	From £35
Maintenance work (both general and large)	At the contractor's discretion, but we'll always aim to get you a competitive price
A new key cut or security device replacement	Around £3-10 per key; security devices are individually priced and we'll give you a receipt showing the cost
Check-out	From £60 to £215
Redirection of mail	Cost of standard second class postage (unless requested otherwise)
Furnishing a property	We'll pre-agree a price with you
Application for an HMO licence	Determined by B&NES council
Application for change of use	Determined by B&NES council

General fees

	Cost
Short-term lets (less than 6 months)	20% of rent plus your service level
Mileage	45p per mile
Hourly rate – working hours	£15 per hour, per agent
Hourly rate – out of hours	£30 per hour, per agent

Referral commission

We don't currently receive referral fees from the services we've listed above, but we do for the services below.

- **HomeLet Tenant Media Services** (partnered with Virgin Media and Sky) – we receive £24 for any media installation linked to our agent scheme number
- **City Financial** – we receive a 15% commission fee for any remuneration
- **Move-It Conveyancing** – this is on an individual basis, and we'll always let you know if we stand to receive any commission



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Again, you're not obliged to use any of our recommended services, but please feel free to email us at sales@aquariushomesbath.com if you'd like to know more about referral commission we may receive.