



A ✓ indicates that the service is included within the selected service level at **no additional cost**.
 If a fee is shown, that service is not included within the selected service level and will only be carried out if you instruct Northwood to provide it. Fee shown is the charge that will apply for that service.
No Fee / No Commission means no additional charge or commission applies.
N/A means that the service is not applicable to that service level.
X means that the service is not included or available as part of that service level.
TBD means that the fee is to be confirmed and will be advised before the service is provided.

Service Level & Schedule of Charges – All fees shown include VAT

	Guaranteed Rent	Fully Managed	Rent Collect	Compliance Only	Let Only
General Fees					
Monthly Service Commission <i>If the monthly rental is £1,000 you will pay a fee of:</i>	No Commission	14.4% £144	9.6% £96	£42 pm	N/A
Property marketing fee	No Fee	£395	£395	£395	£450**
Inventory (one & two bed/three & four bed)	✓	£145/ £180	£145/ £180	£145/ £180	£145/ £180
Lodge security deposit and issue prescribed information	✓	£36	£36	£36	£36
Landlord AML sanction checks (per person)	£40	£40	£40	£40	£40
Rent and legal protection	No Fee	£25	£25	£25	On application
Termination fee (maintaining tenant in situ)	£595	£595	£595	N/A	N/A
Pre-Tenancy					
Market appraisal & rental valuation	✓	✓	✓	✓	✓
Professional marketing & advertising	✓	✓	✓	✓	✓
Tenant sourcing & viewings	✓	✓	✓	✓	✓
Tenant referencing & right to rent checks	✓	✓	✓	✓	✓
Tenancy agreement administration	✓	✓	✓	✓	✓
Move-in & check-in process	✓	✓	✓	✓	✓
Fire and furnishings checks	✓	✓	✓	✓	✓
Smoke alarms and carbon monoxide detectors checks	✓	✓	✓	✓	✓
Blinds and curtain safety checks	✓	✓	✓	✓	✓
Energy Performance Certificate (EPC) compliance checks	✓	✓	✓	✓	✓
Arrangement of gas (CP12) or LPG certification (if required)	✓	✓	✓	✓	✓
Arrangement of electrical (EICR) certification (if required)	✓	✓	✓	✓	✓
Arrangement of Legionella Risk Assessment (LRA)	✓	✓	✓	✓	✓
Start of Tenancy					
Signing the agreement	✓	✓	✓	✓	✓
Complete inventory and schedule of condition	✓	✓	✓	✓	✓
Utilities updates (Water, Gas, Electricity, Council Tax)	✓	✓	✓	✓	✓
Check-in completion	✓	✓	✓	✓	✓
During Tenancy					
Rent payment and statements	✓	✓	✓	X	X
Rent arrears management	✓	✓	✓	X	X
Annual Rent Review (Fee: 1 x Month Rent Increase)	No fee	✓	✓	✓	£90
First Tier (Rent) Tribunal administration	✓	✓	✓	£60	£60
Right to Rent Re-Check service (for applicable tenants)	✓	✓	✓	X	X
Periodic property inspections with report	✓	✓	£120	£120	£120
Tenant Primary Contact – query and admin management	✓	✓	N/A	X	X
Routine maintenance coordination	✓	✓	N/A	X	X
Coordination and payment of contractor invoices	✓	✓	N/A	X	X
Tenant Out of Hours Emergency Contact	✓	✓	N/A	X	X
Section 8 Notice Serving – Standard We will prepare and submit a standard section 8 notice for a single ground, where grounds 8,10 or 11 are required.	✓	£250	£250	£300	£300
Section 8 Notice Serving – Complex We will prepare and submit a section 8 notice, where multiple grounds are required, or the grounds are outside 8,10 or 11.	✓	£375	£375	£575	£575
Documents preparation for court proceedings	✓	✓	£120	£120	£195
Production of and positioning of abandonment notice	✓	£120	£120	£120	£120
*EPC Renewal Coordination	✓	✓	X	X	X
*Gas Safety (CP12) Renewal	£140	£140	X	X	X
*Electrical Testing (EICR) Renewal	£260	£260	X	X	X
*Legionella Risk Assessment (LRA) Renewal	£100	£100	X	X	X
Annual HMRC Summary Statement (on request)	✓	£36	£36	X	X
Tenancy Renewal (Company or Non-Housing Act Tenancy)	✓	£100	£200	£250	£250
Making Tax Digital – Quarterly Submissions	TBD	TBD	TBD	X	X
End of Tenancy					
Formal check out inspection	✓	✓	£120	£120	£120
Deposit release and return administration (no claim)	✓	✓	✓	£36	£36
Deposit damage & dispute guidance	✓	✓	✓	✓	✓
Statutory declaration (deposit claim, if required)	✓	£36	£36	£36	£36
Deposit claim administration (no arbitration)	✓	£30	£30	£65	£65
Deposit claim administration (with arbitration)	✓	£60	£60	£95	£95
Utility switching (third party coordination)	✓	✓	✓	✓	✓
Additional Charges					
Provision of duplicate documents or statements	✓	✓	✓	X	X
Court attendance	✓	£240	£240	X	X
Professional hourly rate	✓	£120	£120	£120	£120
Key cutting (initial Key - £18 per key thereafter)	£30	£30	£30	£30	£30
Supply and fit CO alarm	£75	£75	£75	£75	£75

*Third Party Contractors Fee will apply

**or 65% of the first month's rent, whichever is higher

Note: Guaranteed Rent Service has a one-time set up fee only at initial sub-tenant move in to include Property Marketing Fee, Inventory and Deposit Security. There are no set up fees on any subsequent sub-tenant move in.

Referral Fees - Northwood (Hereford) Ltd may be entitled to commission or fee from other services offered to the client, buyer, tenant, or landlord, including but not only the following services: Conveyancing, Mortgage, Financial advice, Maintenance Provision, Surveys etc. A commission or fee is defined as an average of £100 + VAT per service.

Terms & Conditions Apply