



Landlord Fees Document

Version: May 2026

This document sets out all fees and charges payable by landlords who instruct **HOMELINK ESTATES LTD** to let and/or manage their property. Unlike tenant fees, letting agent fees to landlords are not capped by law, but we are required by the Consumer Rights Act 2015, and by our membership of Propertymark and The Property Ombudsman (TPO), to make our fees transparent, fair and clear before you instruct us. All fees below are shown **inclusive and exclusive of VAT** where applicable and will also be set out in your Terms of Business.

1. Our Services

Service	What's included
Tenant Find (Let Only)	Marketing the property, accompanied viewings, referencing and right-to-rent checks, preparation of the tenancy agreement, collection of the first month's rent and deposit, and registration of the deposit. Ongoing management remains your responsibility.
Rent Collection	All of the above, plus collection of monthly rent and transfer to you (less any fees), rent arrears chasing, and provision of monthly statements.
Fully Managed	All of the above, plus day-to-day management of the tenancy, arranging repairs and maintenance, routine property visits, conducting rent reviews, and management of the check-out and deposit release process.

2. Core Fees

Service	Fee	VAT
Tenant Find (Let Only) fee	12% of the first year's rent due in advance upon successful tenant check-in	Incl. VAT
Rent Collection fee	14.4% of annual rent, collected annually and due in advance	Incl. VAT

Fully Managed fee	18% of annual rent, collected annually and due in advance	Incl. VAT
Tenancy continuation fee	18% of annual rent, collected annually for properties under full management and due in advance. 14.4% of annual rent, collected annually and due in advance for properties under rent collection only service.	Incl. VAT

3. Additional Fees (charged only if the service is used)

Item	Fee	VAT
Inventory and check-in report	Contractor's charge, payable at cost	Incl. VAT
Check-out report	Contractor's charge, payable at cost	Incl. VAT
Deposit registration	£15.60	Incl. VAT
Energy Performance Certificate (EPC)	Contractor's charge, payable at cost	Incl. VAT
Gas Safety Certificate (CP12) arrangement	Contractor's charge, payable at cost	Incl. VAT
Electrical Installation Condition Report (EICR) arrangement	Contractor's charge, payable at cost	Incl. VAT
Additional property visit (beyond routine inspections)	£18.00 per visit	Incl. VAT
Arranging repairs/contractor works	10% of net invoice value if net value exceeds £200.00	Incl. VAT
Refurbishment / project management	10-15% of project cost dependant on scope of work	Incl. VAT
Serving of statutory notices (e.g. Section 8 or successor notices)	Only provided for properties under full management and included in fee	Incl. VAT
Court attendance / possession proceedings	£210.00 per hour, plus any court fees	Incl. VAT
Non-Resident Landlord (NRL) tax administration	£240.00 per year	Incl. VAT
Key cutting / duplicate keys	At cost	Incl. VAT

Out-of-hours emergency call-out	Only provided for properties under full management and included in fee	Incl. VAT
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4. Withdrawal and Cancellation

If you withdraw your instruction before a tenant is found, a withdrawal fee is not charged. However, if you have accepted an offer verbally or in writing and Homelink Estates Ltd has drawn up an agreement and taken references, a withdrawal fee of **£240.00 incl VAT** applies to cover marketing and administration costs already incurred. Notice periods for ending an ongoing management agreement are set out in your Terms of Business; we do not charge exit fees beyond any outstanding sums properly due for services already provided.

5. Client Money and How Your Money Is Protected

Rent and other client money we hold on your behalf is kept in a designated client account, separate from our own business funds, in accordance with Propertymark's Client Money Handling procedures.

- **Client Money Protection (CMP):** We are members of the Government-approved Propertymark CMP scheme, membership number [C0015138](#), which protects your money in the unlikely event we are unable to repay it.
- **Deposit protection:** Where we hold the deposit, it is registered with [MyDeposits](#) within 30 days of receipt.

6. Redress Scheme and Regulation

We are:

- **Members of Propertymark**, membership number [C0015138](#), and bound by its Conduct and Membership Rules.
- **Members of The Property Ombudsman (TPO)**, membership number [N01207](#), an independent, free redress scheme for resolving disputes that cannot be settled directly with us.

A copy of our Complaints Handling Procedure is available on request and on our website.

7. Fees Not Payable by You

Fees relating to your tenant's occupation of the property such as referencing, holding deposits and tenancy deposits are governed by the Tenant Fees Act 2019 and are set out separately in our Tenant Fees Document. You will not be asked to reimburse us for any fee we are prohibited from charging your tenant.

8. Review of Fees

Our fees are reviewed at least annually, and any changes will be notified to you in writing, with reasonable notice, before they take effect. This version was last reviewed in [May 2026](#).