



May 2026

LANDLORD FEES

Stephenson Browne Ltd

The fees shown in this schedule represent **maximum ('up to')** charges and are provided as a guide only. Final fees may vary depending on the specific requirements and circumstances of each instruction.

www.stephensonbrowne.co.uk

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01

Initial Tenancy Set-Up Fees

To include: Marketing the property, conducting viewings, negotiating offers, references, preparation of tenancy agreement and move-in documents, collection of first months rent and deposit, deposit registration.

Let only – Up to 1 month's rent inc. VAT

Rent Collection - Up to £594 inc. VAT (£495 + VAT)

Full Management - Up to £594 inc. VAT (£495 + VAT)

02

Compliance Certificate Fees

If applicable, to arrange the necessary compliance certificates prior to the start of the Tenancy and for the duration of the Tenancy.

Gas Safety Certificate – £100 inc. VAT (£83.33 + VAT)

Electrical Installation Condition Report – £250 inc. VAT (£208.33 + VAT)

Energy Performance Certificate – £150 inc. VAT (£125 + VAT)

Portable Appliance Test - £90 inc. VAT (£75 + VAT)

03

Inventory Schedule of Condition

Prices start from £115.20 inc. VAT (£96 + VAT)

04

During Tenancy Fees

Monthly Fees:

Rent Collection – Up to 8% inc. VAT (6.67% + VAT)

Full Management – Up to 15% inc. VAT (12.5% + VAT)

Other:

Additional property inspection - £108 inc. VAT (£90 + VAT)

Should the Landlord request property visits in addition to those within their existing Terms of Business, this covers the cost of attending the property.

Section Notices: *Serving the correct legal notices in line with current legislation.*

Section 8 - £234 inc. VAT (£195 + VAT)

Section 13 - £144 inc. VAT (£120 + VAT)

Termination fee (During tenancy) – *Final months rent inc. VAT*

To include: *advising the Tenant of the change, the position*

of the security deposit, transferring the security deposit to the landlord or new agent, returning all relevant documents and contact details for the Tenants, held by the agent to the Landlord or new managing agent and arrange collection of management keys. **This does not apply to the Let Only service.**

05

End of Tenancy Fees

Let Only Deposit Dispute STANDARD - £300.00 inc. VAT (£250 + VAT)

To include: advising all parties of relevant deadline dates, submit all landlords prepared documentation and evidence to the DPS, to advise all parties of decision deadlines and to forward arbitration award once dispute finalised.

Let Only Deposit Dispute ADVANCED - £600 inc. VAT (£500 + VAT)

To include: Conducting a check-out, gathering quotes, collating evidence, preparing reports and submission to the deposit protection scheme. In addition, advising utility companies etc of end of tenancy, submit meter readings, advise all parties of dates and updates, forward arbitration award once dispute finalised.

Court Attendance - £250

06

Rent Protection Insurance

Rent Protection Insurance MANAGED – POA

Rent Protection Insurance LET ONLY – POA

07

Other Fees & Charges

Proof of Ownership Check - £10 inc. VAT (£8.33 + VAT)

We will obtain the Title Deeds from the Land Registry to confirm the legal owner of the property.

**Alternatively, we can accept a completion statement/mortgage statement dated within the last 3 months.*

Withdrawal from a pre-agreed tenancy - £234 inc. VAT (£195 + VAT)

If a tenant has been found following the marketing of the property, and the Landlord decides not to proceed, a fee will be payable to cover the administrative work carried out.

Income & Expenditure Report - £50 inc. VAT (£41.67 + VAT)

Vacant property inspection - £108 inc. VAT (£90 + VAT)

Should the Landlord request property visits whereby the property is vacant, this covers the cost of attending the property.

Management take-over - £240 inc. VAT (£200 + VAT)

To include: *taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, facilitating the transfer of the security deposit and protecting it within our specified deposit scheme, acquire all necessary and legal documentation from previous agent or landlord. Present relevant legal documents to the tenant and facilitate the transition of rental payments.*

Contractor commission – up to 24% inc. VAT (20% + VAT)

To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

Refurbishment management - £300 inc. VAT (£250 + VAT)

We charge a fee for the organisation and oversight of refurbishment works on rental properties. This covers coordinating contractors, managing the project from start to finish, and ensuring the work is completed to an appropriate standard, on time, and in line with agreed specifications.

Court Attendance - £300 inc. VAT (£250 + VAT)

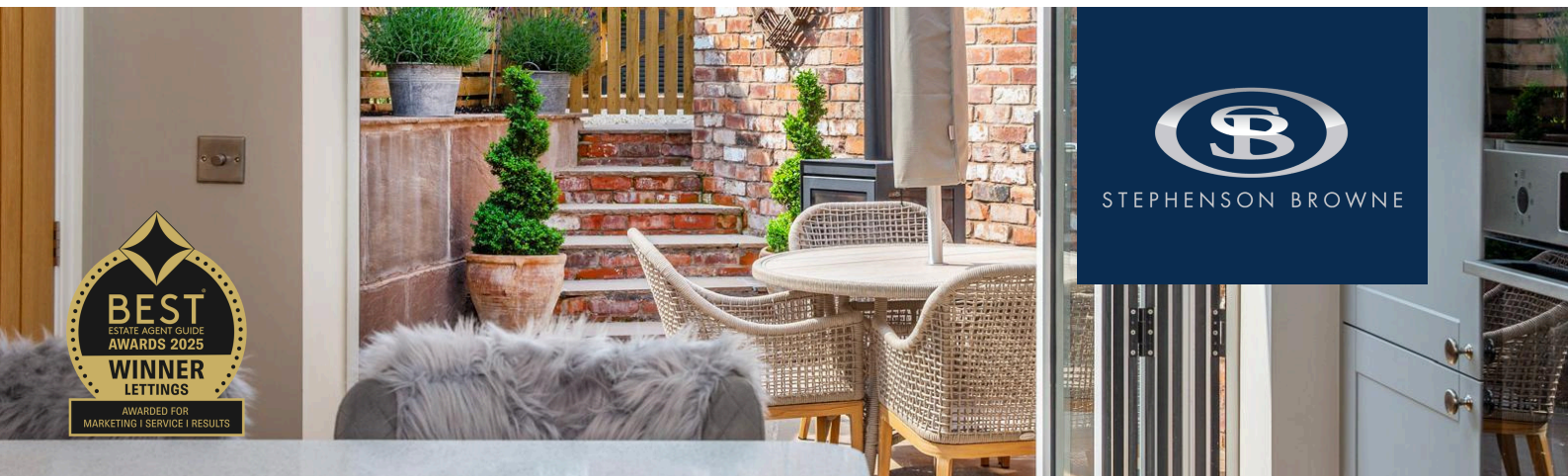
S13 Tribunal Attendance - £90 inc. VAT (£75 P/H + VAT)

Statutory Declaration - £30 inc. VAT (£25 + VAT)

Registration to Landlord PRS Database - £90 inc. VAT (£75 + VAT)

**We reserve the right to introduce ad hoc administrative fees from time to time as specific needs arise. 30 days' prior written notice will be provided of any such fees.*

***Our fees are subject to change. We continuously evaluate our pricing to ensure we provide the highest quality service while adapting to market conditions, operational costs, and industry standards. Any adjustments to our fees will be communicated in advance through email. By continuing to use our services after the effective date, you acknowledge and agree to the updated pricing.*



For enquiries, contact us.

<https://www.stephensonbrowne.co.uk/>

