



Level of Service	Fully Managed	Rent Collection	Let Only	Introducer
Set Up Fee (Per Tenancy)	£360	£390	£540	£420
Monthly Management Fee (% of monthly rent)	12%	7.20%	N/A	N/A
Annual Landlord Compliance Checks per person (Including AML - Ongoing Monitoring) *	£35	£35	£35	£35
Compliance Checks Per Company (In addition to individuals, Per instruction) *	£20	£20	£20	£20
Agree the Rental Value	✓	✓	✓	✓
Erect board outside property (where possible)	✓	✓	✓	✓
Market the property and advertise on the relevant portals	✓	✓	✓	✓
Accompanied Viewings	✓	✓	✓	N/A
Prospect and find tenants	✓	✓	✓	N/A
Referencing per tenant and guarantor	✓	✓	✓	N/A
Collect and remit initial months' rent	✓	✓	✓	N/A
Inventory form (subject to size of property)	✓	✓	✓	N/A
Provide tenants with method of payment	✓	✓	✓	N/A
Assured Periodic Tenancy	✓	✓	✓	N/A
Advise all relevant utility providers of any changes	✓	✓	N/A	N/A
Agree collection of any shortfall and payment method	✓	✓	N/A	N/A
Demand, collect and remit the monthly rent	✓	✓	N/A	N/A
Pursue non-payment of rent and provide advice on rent arrears and actions	✓	✓	N/A	N/A
Three Property Inspections per annum (cost per visit)	✓	N/A	N/A	N/A
Manage repairs and maintenance up to £1500	✓	N/A	N/A	N/A
Check Out Inspection, report, managing repairs and negotiating with the tenant	✓	N/A	N/A	N/A
Check Out Inspection and report only	N/A	N/A	N/A	N/A



Fees applicable to Fully Managed Service	
Energy Performance Certificate (EPC)	£98.00
Gas Safety Certificate (GSR)	£98.00
Electrical Installation Condition Report (EICR) from	£250.00
Legionella Risk Assessment	£98.00
Supply and install of Battery-Operated Smoke, Heat and Carbon Monoxide Alarm (Per Unit)	£66.00
Supply and Replace of Existing Mains Operated Smoke, Heat and Carbon Monoxide Alarm (Per Unit)	£98.00
Handling Local Authority Licensing Application	£600.00
Deposit Registration Fee	£60.00
Rent Review Fee	£65.00
Tenancy Addendum Fee	£30.00
Landlord Withdrawal Fee (before a tenancy commences)	£120.00
Arrangement and manage repairs/work over £1500	12% of net cost
Completion of Statutory Declaration for the release of deposit*	£18.00
Rent Guarantee Cover (per month for rents up to £2,000 per month) *	£32.00
Cutting of Keys (per key) from	£12.00
Submission of Non-Resident Landlord Receipts to HMRC (per quarter) *	£30.00
Additional HMRC Reporting Fee (per request)	£30.00
Fee for providing an Annual Income and Expenditure Schedule	£30.00
Court / Tribunal Attendance (including eviction proceedings) (per hour plus expenses)*	£60.00
Administration fee for small tasks not included or listed	£48.00
Interest on unpaid Commission (above bank of England base rate from the due date until paid)	3%
Sale to Tenant / Introduction Fee (referral fee) *	£300.00



Additional Service Notes

Vacant Property Management Fee*

To cover the costs associated with visiting the property to carry out internal and external visual checks at a frequency agreed with the Landlord.

Management Take Over

Where the Agent is instructed to take over management of an ongoing tenancy, this will generally be treated as a new Fully Managed instruction and full onboarding, and compliance fees will apply.

This includes reviewing statutory compliance, arranging or updating safety documentation where required, receiving and protecting the deposit (where applicable), and issuing all necessary legal documentation to the Tenant.

The Agent will require a full handover of all relevant compliance documentation from the Landlord or previous agent. Where this information cannot be provided or is not compliant, a full new onboarding process will be required to ensure legal compliance. Any additional costs will be confirmed with the Landlord in advance and are set out in the Agent's Landlord Fee Schedule.

Submission of Non-Resident Landlord receipts to HMRC*

To prepare, remit and reconcile the financial return to HMRC on both a quarterly and annual basis.

Completion of Statutory Declaration for the release of the deposit*

Where no response is received from a Tenant in relation to deposit repayment, a statutory declaration may be required in order to release the deposit. This document must be witnessed and signed by a solicitor.

Service of Statutory Notices to recover possession

Please speak to a member of staff for advice and applicable fees.

Court / Tribunal Attendance (including eviction proceedings)*

This fee applies where the Agent is required to attend court, tribunal hearings, or legal proceedings relating to the Property, including but not limited to possession proceedings, eviction matters, or disputes with Tenants. Attendance is not included within standard management services and will be subject to the Landlord's prior instruction (unless attendance is legally required).

Rent Guarantee Cover*

Please speak to a member of staff for full details.

Financial Sanctions & AML Compliance*

In line with current legislation and regulatory requirements (including OFSI obligations), the Agent is required to carry out Anti-Money Laundering (AML), financial sanctions checks and ongoing monitoring. These checks are conducted prior to marketing new instructions, on an ongoing basis, and at key stages of the tenancy lifecycle.

All checks are completed using a third-party provider in partnership with Propertymark. Personal data is processed in accordance with UK GDPR and the Data Protection Act 2018.



Additional Income, Contractor and Referral Fee Disclosure

The Agent may receive a financial benefit, commission, referral fee or discounted rate from third-party contractors and service providers in connection with works, maintenance, compliance services, insurance products or other services arranged on behalf of the Landlord.

The Agent may also receive a fee or commission in respect of referrals to associated or third-party services, including but not limited to mortgage advisors, conveyancers, utility providers or other professional services.

If, during the period of this Agreement or within 12 months of its termination, the Landlord enters into an agreement to sell the Property to a Tenant introduced by the Agent (or to any person or company connected to that Tenant), the Agent shall be entitled to a sales introduction fee at the rate set out in the Agent's Landlord Fee Schedule. Such fee shall be payable upon exchange of contracts or completion of the sale.

Full details of all fees, commissions and charges payable to the Agent are set out in the Agent's Landlord Fee Schedule, which is provided at instruction, available on request and published on the Agent's website at www.fish2let.com. This document forms part of the Agent's overall fee structure.

The Agent reserves the right to update or amend the Landlord Fee Schedule from time to time. The most up-to-date version will be made available to the Landlord and will apply to the Services provided.

Transparency

Further details are available upon request.

This Landlord Fee Schedule forms part of the Agent's Terms of Business.

Version: 1.0

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