LANDLORD FEES SCHEDULE

Service Levels – Management Fees

Premier	**18% of the rent due (15% plus VAT)**
Fully Managed	**14.4% of the rent due (12% plus VAT) + £120 annual property Inspection fee**
Rent Collection	**12% of the rent due (10% plus VAT)**
Let Only	**One months' rent payable on completion**

Additional Non- Optional Fees and Charges (All prices are inclusive of VAT.)

Initial Set-Up Fee (Applies to All service levels)	£780	Deducted from the first months' rent collected (excluding Let Only) Let Only: Set-Up fee is payable in advance.
Re-Let Fee (Applies to All service levels	£600 – £780	£600 when a property is re-let and existing IMS photos and floorplans can be used, £780 to include new photos/floorplan.
Landlord Withdrawal Fee (cancellation of tenancy before move-in) Applies to all service levels.	From £780	To cover the costs associated with the marketing and tenancy set up, should the landlord withdraw from the tenancy before it has started. Plus, any reasonable costs incurred by the prospective tenant.
Transfer of Management to IMS	£250	Where IMS are taking over the management from the landlord/another agent with a tenant in situ the initial set up fee is reduced to £250. Covers the tenancy audit of documents to ensure all statutory compliance has been undertaken, receive and protect the security deposit in a custodial deposit scheme, and provide all necessary legal documentation to the tenant.
Special Clauses added to the tenancy agreement	£30 per clause	Where the landlord wishes to add an additional clause to the Tenancy Agreement and IMS has agreed to do so. IMS does not warrant the suitability or legality of any such clause.
Inventory and Accompanied Check-In (Rent Collection/Fully Managed/Premier)	Price on application	This service is included in the set-up fee for unfurnished properties. If the property is partially or fully furnished, an additional charge is payable for the inventory, price on application.
Ingoing Inventory for Let Only	Price on application	Included in the set-up fee for unfurnished properties, if the property is partially or fully furnished, an additional charge is payable for the inventory, price on application. (Accompanied check-in is **not** included)
Arrangement Fee	£36 each	To arrange pre-tenancy gardening, cleaning etc & any safety checks requested
Key Cutting	£30 + cost of keys	To obtain a management set and/or tenant sets of keys
Section 13 Notice (rent increase)	£150	Annual rent review and service of a Section 13 Notice
Section 21 Notice	£150	**Not available from May 1st 2026**
Legionella Risk Assessment	£120	Arrange and provide a Risk Assessment every 2 years or as recommended
EPC	£120	Arrange and provide a new EPC on expiry (valid 10 years)
Waiting Time	£60/hour +	(minimum charge of 1 hour), plus mileage and any expenses incurred to be at the property to meet contractors or wait for delivery
Ad hoc Property Visit	£120	Includes report for any additional inspections agreed above 2 per year, or as specified by the terms of a licence. Price is per visit.
Additional Contractor Quotes	£36	Per Quote, where more than two is required
Annual Rent Statement	£60	Per property
Change of Sharer	£250	Where there is a change of sharer during a joint tenancy, carry out referencing, right to rent check, and update tenancy documents and deposit protection records.
Inventory & Check-Out	From £156	Priced on size of property and furnished status. Price on enquiry
Deposit Return Disputes	£150	Admin fee for the preparation of evidence/submitting case to the deposit scheme adjudication service. Only available where IMS have protected the deposit.
Landlord Termination of Management Service During a Tenancy	One Months' Rent + £120	Where a tenancy is ongoing, one months' rent is payable plus £120 admin fee for the deposit transfer.
Interest on Unpaid Fees/ Charges	£see note	4% above the Bank of England Base Rate (from due date until paid)

Landlord Non-Optional Fees and Charges Cont.

(All prices are inclusive of VAT.)

Accounting for Overseas Landlords – Applicable only to any landlords without NRL approved status from HMRC

Monthly Admin Fee	£30	Per property, to manage the tax deduction from the rent
Quarterly Fee	£120	Per property, submission of NRL receipts to HMRC with the Quarterly Return
Annual Fee	£150	Per property, submission of Annual Return to HMRC (applies to any landlords without NRL status for part of, or the whole tax year)

Optional Services Available: -

Shopping Fee	£60	Administration fee to cover agent's time to source/purchase items on behalf of the landlord for the property. Cost of items to be paid to IMS in advance.
Refurbishment Arrangement Fee	Price on Application	Depending on scale of works needed. Arranging access and obtaining quotes with contractors and managing the work to completion.
Household Insurance Claim	From £175	Price on Application. To prepare and submit an insurance claim on behalf of the landlord. Available to Fully Managed and Premier landlords only.
Court Attendance Fees	From £360/hour	£360 per hour plus mileage and any expenses. Service available to Fully Managed and Premier landlords only.
Compliance Review for landlords who would like to check that they have all the required paperwork in place and ensure all statutory compliance has been undertaken, whether they self-manage their tenancies or use a letting agent.	£180	We will review all your paperwork, safety certificates, tenancy agreement, deposit registration, right to rent checks, inventory and inspection reports. You will receive a detailed report, hi-lighting anything you are missing, and if anything is exposing you to risk and what to fix.

All prices are correct at the time of printing and may be subject to change. Landlords will be notified in writing in advance of any changes to the advertised fees and services.

March 2026

MANAGEMENT SERVICE LEVELS - COMPARISON TABLE

SET-UP FEE	LET ONLY	RENT COLLECTION	FULLY MANAGED	PREMIER
Initial visit & guidance on legal aspects of letting	✓	✓	✓	✓
Professional photos and floor plan	✓	✓	✓	✓
Marketing on key property portals, IMS website & social media	✓	✓	✓	✓
To Let board (subject to any restrictions)	✓	✓	✓	✓
Accompanied viewings	✓	✓	✓	✓
Comprehensive referencing and vetting on your prospective tenant	✓	✓	✓	✓
Right to Rent & Sanction checks	✓	✓	✓	✓
Tenancy Agreement and Prescribed Information (up to date with the latest legislation)	✓	✓	✓	✓
Provide tenants with the required documents before the start of the tenancy	✓	✓	✓	✓
Collect, register and submit the tenants' deposit into the TDS Custodial Scheme	✓	✓	✓	✓
Collect and pay the initial rent payment received (less agreed fees and charges) to the landlord electronically	✓	✓	✓	✓
Comprehensive Inventory and Schedule of Condition (carried out by independent inventory company)	✓	✓	✓	✓
Accompanied check-in appointment and required checks		✓	✓	✓
Notify Council and utility companies of meter readings and change in occupancy			✓	✓

MANAGEMENT FEE				
Process the monthly rent and pay it to you electronically		✓	✓	✓
Pursue any rent arrears (up to but not including Section 8 Notice)		✓	✓	✓
Carry out two property inspections per year			✓	✓
Ad-hoc property inspection at the landlord request	£	£	£	£
Annual Rent Statement		£	£	✓
Rent Protection Insurance Cover		£	£	✓
Arrange property maintenance & repairs on your behalf			✓	✓
Handling emergency repairs on your behalf			✓	✓
Out of hours service for tenants reporting emergencies			✓	✓
Carry out future Right to Rent checks for any that are time restricted			✓	✓
Arrange gas safety and electrical safety checks before expiry			✓	✓
Dealing with changes to agreed contract terms, during a tenancy			✓	✓
Annual rent review with Section 13 Notice		£	£	✓
Arrange the checkout and final inventory report		£	✓	✓
Utility and Council tax notification for change of occupancy			✓	✓
Deposit return negotiations			✓	✓
Submitting evidence in the event of a deposit dispute case		£	£	✓
Sourcing and vetting skilled contractors			✓	✓
Instruct the contractor and arrange access for the Legionella Risk Assessment (every 2 years or as required)		£	✓	✓
Change of sharer during a tenancy			£	✓
Instruct the contractor and arrange access for the EPC when expiring		£	✓	✓
Seasonal advice to tenants			✓	✓
Advice on compliance and legislation changes		✓	✓	✓
Annual property/tenancy review with a senior manager				✓

✓ included in the management service

£ additional charge payable

March 2026