



BURLINGTON

ESTATE AGENTS

Additional Services & Charges Schedule

Recommended schedule for Landlord Terms of Business & Website

Purpose

This schedule is designed to sit alongside Burlington Estate Agents' advertised Tenant Find, Rent Collection and Fully Managed packages. It allows the agency to recover the cost of work that falls outside the normal day-to-day management service. All charges should be clearly disclosed in the Landlord Terms of Business and agreed before they are applied.

Core Management Fees (Recommended to remain unchanged)

Service	Fee
Tenant Find	From 3% + VAT
Rent Collection	From 5% + VAT
Fully Managed	From 7% + VAT

Compliance & Certification

Service	Suggested Charge
Arrange Gas Safety Certificate	£45 + VAT administration (plus contractor cost)
Arrange EICR	£45 + VAT administration (plus contractor cost)
Arrange EPC	£45 + VAT administration (plus assessor cost)
Arrange Smoke/CO Alarm Compliance	£45 + VAT
Selective/HMO Licence Application	£295 + VAT
HMRC Non-Resident Landlord Administration	£150 + VAT per annum

Tenancy Administration

Service	Suggested Charge
Tenancy Renewal / New Agreement	£150 + VAT
Section 13 Rent Increase Notice	£95 + VAT
Section 8 / Legal Notice Preparation	£120 + VAT
Utility & Council Tax Changeover	£40 + VAT

Duplicate Statements/Documents	£20 + VAT
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End of Tenancy

Service	Suggested Charge
Deposit Dispute Administration	£195 + VAT
Deposit Transfer Between Schemes	£75 + VAT
Check-out Coordination	At cost + 10% administration

Property Management

Service	Suggested Charge
Additional Property Visit	£75 + VAT
Emergency Out-of-Hours Attendance	£95 + VAT
Obtaining Three Contractor Quotations	£75 + VAT
Contractor Coordination (repair over £500)	£50 + VAT
Major Works / Refurbishment Management	10% of project cost (minimum £250 + VAT)
Insurance Claim Administration	£150 + VAT
Vacant Property Inspection	£75 + VAT per visit
Key Holding	£30 + VAT per annum
Additional Keys	Cost + £20 administration

Legal & Possession

Service	Suggested Charge
Court Possession Administration	£395 + VAT
Court Attendance	£150 + VAT per hour
Bailiff Coordination	£150 + VAT

Business Protection

Service	Suggested Charge
Property Takeover from Another Agent	£150 + VAT
Management Transfer During Tenancy	£150 + VAT
Landlord Withdrawal After Marketing Commenced	£250 + VAT (where permitted by agreement)
Sale to Existing Tenant (if Burlington handles the sale)	0.5%–1% + VAT sales commission

All charges are subject to VAT where applicable and should be agreed in writing before being applied.