

DOWNTOWN ASSET MANAGEMENT

LANDLORD SCHEDULE OF FEES (SINGLE UNIT)

Downtown Asset Management Limited
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Co. Reg. No: 11646041 | VAT Reg. No: 322495410

Transparency & Compliance Notice: The rates outlined in this schedule are based on **single-unit residential instructions**. Multi-unit and portfolio management pricing are available upon bespoke consultation. In accordance with the Consumer Rights Act 2015, all fees and charges listed below are fully **inclusive of VAT (at 20%)** unless otherwise specified.

1. CORE FULL MANAGEMENT SERVICE (SINGLE UNIT)

SERVICE	SERVICE DESCRIPTION & INCLUSIONS	FEE (INC. VAT)
Full Management Commission	Comprehensive day-to-day asset and tenancy management, rent collection, monthly statements, routine tenancy correspondence, utility notifications, maintenance coordination (up to £250 authorization threshold), and biannual periodic property inspections.	8.7% of rent due
New Tenancy Set-up Fee	Property marketing, conducting accompanied viewings, comprehensive applicant referencing & Right to Rent verification, drafting Assured Shorthold / Periodic Tenancy Agreements, statutory prescribed information service (How to Rent guide, EPC, Gas Safety), deposit collection and registration with TDS Custodial Scheme, and preparation of a professional Inventory & Schedule of Condition.	£400.00 per new tenancy

2. ADDITIONAL SERVICES & LANDLORD CHARGES

SERVICE / EVENT	DESCRIPTION	FEE (INC. VAT)
Rent Review & Section 13 Notice	Market rent evaluation, negotiation with tenant, and formal preparation and service of statutory Section 13 Notice of Increase.	£50.00 per notice
Section 8 Possession Notice	Drafting and formal service of Section 8 Notice seeking possession due to rent arrears or breach of tenancy conditions.	£50.00 per notice
Tenancy Amendment Fee	Processing tenancy variations, deed of assignment, tenant swap, or mid-tenancy changes requested by the landlord or tenant.	£100.00 per amendment
HMO Licence Application / Renewal	Collation of compliance certificates, floor plans, completion of local authority application forms, and submission on the landlord's behalf (excludes direct statutory council licence fees and necessary compliance works).	£250.00 per application
Major Works Supervision Fee	Specification review, contractor procurement, site oversight, and sign-off for major maintenance or refurbishment works estimated to exceed £1,000.00.	10% of invoice total
Court / Tribunal Attendance	Collating case evidence bundles, preparing documentation, and professional representation or attendance at First-tier Tribunal or County Court hearings.	£100.00 per hour
Abortive Tenancy Fee	Payable if the landlord withdraws instructions after a prospective tenant has been successfully sourced, referenced, and accepted.	£500.00

SERVICE / EVENT	DESCRIPTION	FEE (INC. VAT)
Sales Introduction Fee (Tenant Purchase)	Payable upon legal completion if a tenant (or associated party) introduced by Downtown Asset Management purchases the freehold/leasehold property.	1.0% of sale price
Rent & Legal Protection Insurance	Optional nil-excess monthly rental guarantee and legal defense coverage for tenant rent default.	Price varies by rent

3. REDRESS, CLIENT MONEY PROTECTION & INDUSTRY MEMBERSHIPS

CLIENT MONEY PROTECTION Client Money Protect (CMP) Membership Number: CMP005998 All client funds are held securely in designated client accounts provided by Barclays Bank plc.	INDEPENDENT REDRESS SCHEME Property Redress Scheme (PRS) Membership Number: PRS014979 We operate an approved in-house complaints procedure and subscribe fully to the PRS Code of Practice.
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General Terms & Notes: Pricing shown is applicable to individual single-unit residential instructions; bespoke rates apply for block or multi-unit portfolios. Tenancy deposits are held and protected under the **Tenancy Deposit Scheme (TDS Custodial)** or approved deposit replacement schemes (Reposit) [cite: 1]. Downtown Asset Management Limited conducts business in alignment with RICS and Propertymark best practice codes [cite: 1]. Contractor referral commissions may apply up to 10% of net invoice value on approved works [cite: 1]. Fees may be subject to review with one month's written notice [cite: 1].