

SCALE OF CHARGES – January 2025

VAT is payable at the prevailing rate (currently 20%) on all our fees. In accordance with consumer legislation, it is quoted as included in the prices stated below. If the VAT rate changes, the price charged will change accordingly.

An amount payable under a percentage fee will go up or down depending on the agreed rent level.

Fixed fees will remain the same regardless of the rent level agreed.

<p>1) Let Only Service – Unless stated otherwise, this includes the marketing, accompanied viewing, referencing, credit searches, deposit registration and occupation contract set up and serving of prescribed information.</p>	<p>First Month's Rent (Subject to a minimum Set-up fee £495)</p>
<p>2) Marketing & Rent Collection Only – Unless stated otherwise, this includes the marketing, accompanied viewing, referencing, credit searches, deposit registration and occupation contract set up and serving of prescribed information</p> <p>This also includes the collection of rental payments each calendar month, subject to monthly commission.</p> <p>Elwy is powered by PayProp, a powerful, cutting-edge payment platform that automates payments, reconciliation and communications for our landlords.</p> <p>Our PayProp-powered agency:</p> <ul style="list-style-type: none"> • Pays out rent to landlords faster and more securely with same day payments • Gives you real-time visibility over your property portfolio, from a mobile App • Protects your investments with multi-layered security 	<p>Rent Under £1,000 PCM</p> <p>Set Up Fee £495</p> <p>Rent Over £1,000 PCM</p> <p>80% of the First Month's Rent</p> <p>PLUS 10% of rent received each month</p>
<p>3) Full Management Service – Unless stated, this includes the marketing, accompanied viewing, referencing, credit searches, deposit registration and occupation contract set up and serving of prescribed information. This also includes the collection of rental payments each calendar month, subject to monthly commission.</p> <p>Elwy is powered by PayProp, a powerful, cutting-edge payment platform that automates payments, reconciliation and communications for our landlords.</p> <p>Our PayProp-powered agency:</p> <ul style="list-style-type: none"> • Pays out rent to landlords faster and more securely with same day payments • Gives you real-time visibility over your property portfolio, from a mobile App • Protects your investments with multi-layered security <p>Unless instructed otherwise, we would also be responsible for issuing safety checks and certificates, respond to any maintenance requests, provide emergency 24-hour assistance and carryout remedial repairs up to an instructed limit of £250.</p> <p>Plus, a comprehensive annual property inspection with follow up report, which includes testing of smoke and carbon monoxide alarms AND an annual rent review.</p>	<p>Rent Under £1,000 PCM</p> <p>Set Up Fee £495</p> <p>Rent Over £1,000 PCM</p> <p>60% of the First Month's Rent</p> <p>PLUS 12% of rent received each month*</p> <p><small>*Discount Applies for Multiple Properties</small></p>

Property Management	
Agent Switch Service – when a landlord chooses to switch managing agents to Elwy. We will collect keys, paperwork and complete all necessary checks in the current property. Additional fees may be incurred.	FREE
Occupation Contract – this document creates two standard contracts. A fixed term standard contract commencing on the fixed term occupation date until the fixed term ends and a further standard periodic contract. This fee also applies to a landlord who wishes us to undertake the work for conversion from an existing AST to an Occupation Contract.	£144
Issuing of Prescribed Notices to tenants – Elwy will issue on request from the landlord notices to contract holders. This includes notice for possession and variation of the occupation contract. Elwy will either hand deliver or send the notices via first class delivery with proof of postage.	£72
Rent Reviews & Prescribed Variation of the Rent – Elwy will review the current rent based on the CPI and market conditions and send the prescribed notice to the contract holder.	£48
Void Property Inspection/Additional Property Visit – where requested by the landlord, Elwy can conduct an inspection for properties that are not tenanted, or Elwy are to undertake an additional property visit	£48
Professional Hourly Rate – this is to include, court appearances, repossession applications, HMO applications/renewals, bailiff attendances, liaising with insurance assessors/companies or other bespoke service requested by the landlord.	£72
Deposit Registration – by law tenant's deposits must be registered with a government approved deposit scheme. Elwy are members of The Deposit Protection Service. This fee applies to landlords who do not hold a membership to a deposit scheme and require Elwy to protect the deposit and serve the required prescribed information within 30 days.	£72
DPS Statutory Declaration - this is to be completed by a solicitor if the security deposit is to be returned to the landlord and the tenant has not responded to a payment request within 14 days.	£54
Deposit Dispute – this is to compile any evidence and relating documents to support the landlord's decision in either retaining the full security deposit or if deductions are to be made from the security deposit and are disputed by the tenant.	5% of the Deposit Total
Possession of Property/Completion of Court Claim Form – in the unfortunate event that a tenant fails to vacate a property following a possession notice, Elwy will assist in the completion of the court claim form and the required evidence bundle. The claim form will be taken to the Justice Centre to start the process of eviction. *Does not include Court Fee Payable to HMCTS*	£300
Court Attendance – if we might need to represent you in court following the serving of a Court Claim Form. Additional fees for travel and parking will also be applicable	£250
Additional/Bespoke Services – these will be available on request	POA

Safety Certificates & Property Maintenance	
Gas Safety Certificate & Boiler Service – this is an annual safety certificate undertaken by Elwy Property Management; we are gas safe registered.	£96
Energy Performance Certificate – this certificate is issued every ten years and is undertaken by a Domestic Energy Assessor.	From £110
Electrical Safety Certificate – this test is conducted every five years by our NICEIC qualified electrician.	From £168
Hard Wired Smoke Alarms - FFHH Regulations require a smoke alarm, to be present on every storey of a dwelling. Landlords must ensure each of these smoke alarms is in proper working order and connected to the electrical supply and inter-linked with all other smoke alarms. This work will be completed by our NICEIC qualified electrician.	From £240
Carbon Monoxide Detector Fitting – FFHH Regulations require a landlord to ensure that a carbon monoxide alarm is present in any room which has a gas, oil or solid fuel burning appliance installed. Elwy Property Maintenance will arrange to test and fit alarms where necessary.	£60
Fire Blanket Fitting - Elwy Property Maintenance will arrange to supply & fit fire blankets where necessary.	£50
In-House Maintenance – any maintenance issues reported by tenants and the landlord has given permission to attend.	£45 (Per hour)
In-House Maintenance – Plumbing & Heating - any plumbing or heating issues reported by tenants and the landlord has given permission to attend. Elwy Property Maintenance will attend if the issues are deemed to fall under Health and Safety or considered an emergency i.e. – no heating/hot water, escape of water, gas leak etc.	£65 (Per hour)
Additional Key Cutting – when instructed by a landlord for Elwy to have additional keys cut for their properties.	£15 (Per key)
Legionella Risk Assessment – Elwy can arrange for a specialist to carry out a Water Bacteria Test at the property.	POA
Overseeing of Major Work costing £1,000 or more – Elwy will charge a percentage of the work carried out by one of our approved contractors, this includes the initial quote, liaising with landlords and tenants, liaising with the contractor, site visits where photographs of work are taken and a routine inspection once work has been complete. This also covers communication during the work being carried out with the landlord.	12% of total costs
Additional Quote from a non-approved Contractor – where the landlord requests Elwy to have a secondary quote from a contractor not approved by Elwy	£30
Contractor Commission - Where applicable, commissions will be included in the contractor or supplier invoice.	12%

Recommended and additional to the above services:

Inventory & Schedule of Condition – (to include photographs and meter readings) – From £144

For peace of mind, Elwy will conduct a thorough and detailed inventory. It forms as part of a legally binding occupation contract between contract holder and landlord

Cancellation of Services

Cancelling a Contract During Tenancy – If the Landlord wishes to cancel this agreement during a Tenancy (Rent Collection and Full Management only), the Landlord may do so by writing to the Agent giving a minimum of one month's notice to allow for the orderly handover of the Property. In the event of cancellation during a Tenancy, the minimum fee that would be payable will be the fee for each day the Agent has managed the Property, if any, based on the Full Management charges, subject to a minimum level of the fee for the Let Only Service, plus other expenses incurred.

Withdrawal – If the Landlord wishes to cancel this agreement before a Tenancy has commenced, the Landlord may do so by writing to the Agent at the Agent's address. If the Agent has committed expenditure or undertaken work, the Landlord agrees to reimburse the Agent with those costs and expenses. If a Tenant who is ready willing and able to enter into a Tenancy, is introduced during the Agent's period of instruction, or as a result of their marketing activity, where the Tenant is introduced through the Agent, the minimum fee that would be payable will be the fee for the Let Only Service, plus other expenses incurred.

Referral Fee Disclosure:

You are not under any obligation to use the services of any of the recommended providers, and you might like to check out other providers, though should you accept our recommendation the provider is expected to pay us the corresponding Referral Fee. The Referral Fee is separate from your obligation to pay our own fees or commission. This applies to Referencing Companies, Insurance Companies, Utility Providers, Contractors, Building Surveyors and Mortgage Brokers.