

Ay'up Homes - HMO
Fees and Charges Sheet
Effective from May 2025

Core Packages

Service	Fee Structure (ex. VAT)
Fully Managed	£150 letting fee + 12% monthly + Compliance package £100* (ex. VAT)
VIP Service	£150 letting fee + 14% monthly + Compliance package £100* (ex. VAT)

Additional Services & Charges

Service/Item	Fee (INC. VAT where applicable)
Check in Inventory	£30
Check-Out Inspection	£30
Property Inspection - 6 monthly (managed)	£100
Property Inspection (non-managed)	£180
Serving a Section 8 or 21	From £144.00 per notice
Section 13 To Increase Rent	£30
Tenancy Renewal & Section 13	£48.00
Issuing a Section 3 & Section 48 Notice	£30.00
Deposit Registration (if not included)	£42.00 annually
Deposit Dispute Admin Fee Inc Stat Dec	£54.00

Heater Loan (per week)	£42.00
Energy Performance Certificate (EPC)	£120.00
Emergency Lighting Annual Cert	£132.00
EICR (electrical condition report)	£240.00
Portable Appliance Test (PAT)	£120.00
Gas Certificate	£87.00
Boiler Service	£87.00
Invoice Handling Fee	From £12
Fire Alarm Certificate	£132.00
Key Cutting (per key)	From £12.00
Landlord Withdrawal from Offer	Up to £540.00 (case-dependent)
Hourly Rate (standard staff)	£54.00
Hourly Rate (manager)	£84.00
Hourly Rate (director/senior advisor)	£174.00
Fire Risk Assessment 3 Story	£354.00
Fire Risk Assessment 2 Story	£300.00

Specialised Services

Service	Fee (ex. VAT)
Overseas Landlord Compliance (non-VIP)	2% of rent
Empty Property Management	£100.00/month + £300 float
Buy-to-Let Advisory Service	£250.00
Property Acquisition Support	2% of purchase price
Cancellation of Management (admin fee)	Final month's rent
Downgrade to Rent Collection Service	1 month's rent
HMO Licence Application	£200

* Compliance fee includes: Weekly fire alarm testing with visual log update, emergency lighting weekly visual check, updating of all certificates on the noticeboards when required, issuing of abandonment notices, communal area hazard inspections (self closers working correctly, escape routes clear etc), tenant deposit registration, monthly meter readings (if applicable), picking up post from the house. Includes AML and PEP checks of each tenant.

For full details of our services and what is included or excluded at each level, please refer to the accompanying **Terms and Conditions of Business**.

If you have any questions about a charge not listed here, feel free to contact your dedicated Ay'up Homes representative.

Ay'up Homes – Property Letting, Simplified.