Lettings fees

Effective 17 October 2026. Clear charges for landlords and tenants.

Landlord charges are per property. VAT is calculated at 20%; the VAT-inclusive total is the amount payable. Service scope and payment triggers must be recorded in the signed appointment. This is a lettings schedule, not a sales fee quotation.

Core landlord services

Service	Excl. VAT	Incl. VAT
Tenant Find - standalone	Half one month's rent; minimum £500	60% of one month's rent; minimum £600
Tenant Find / set-up with Fully Managed	£300	£360
Monthly management	10% of monthly rent	12% of monthly rent

Example: on monthly rent of £1,000, management costs £100 plus £20 VAT = £120 per month. Managed set-up is £300 plus £60 VAT = £360. The signed appointment sets out the collection arrangements, treatment of arrears and voids, and when fees become payable.

Tenant Find examples: rent of £900 pcm gives the minimum fee of £500 + £100 VAT = £600; rent of £1,200 pcm gives £600 + £120 VAT = £720. The minimum is £500 excluding VAT. Tenant Find and managed set-up are alternative service charges, not cumulative charges for the same initial letting.

Additional landlord services

Service	Excl. VAT	Incl. VAT
Inventory report*	£100	£120
Refreshed inventory report	£50	£60
Property inspection* - per visit	£50	£60
Tenant check-out report*	£100	£120
Deposit protection administration*	£50	£60

*Included without a separate charge in Fully Managed under the supplied tariff. The scope and inspection frequency are recorded in your appointment. A deposit administration charge is payable by the landlord, never the tenant.

Tenant Find includes the agreed marketing, viewings, application processing and tenancy set-up. Fully Managed adds the management services recorded in your appointment. No unlisted optional service should be commissioned without a written price and authority.

Arrangements and inclusions

Landlord arrangement charges

Service	Excl. VAT	Incl. VAT
EPC arrangement	£20	£24
Gas safety check arrangement	£20	£24
EICR arrangement	£20	£24
Smoke / carbon monoxide alarm check	£20	£24
Pre-tenancy cleaning arrangement	£20	£24
Additional key cutting arrangement	£5	£6

The EPC, gas, electrical, cleaning and key charges above cover arranging the service only. The contractor's separately agreed charge is additional. The alarm fee covers the check; fitting, replacement and remedial work cost extra if approved. Any contractor mark-up, commission or referral payment must be disclosed before instruction.

What the checks mean

EPC: normally valid for ten years, subject to the statutory rules and exemptions. A certificate must be commissioned before marketing where required and supplied to prospective tenants as required. An EPC is not a condition or structural survey.

Gas safety: checks by a Gas Safe registered engineer are normally required annually where applicable. A certificate does not replace ongoing maintenance obligations.

Electrical safety: inspection and testing at intervals of no more than five years, or the shorter period in the report. An unsatisfactory report requires further action; it is not a five-year clearance.

No routine fixed-term renewal

Assured periodic tenancies continue without a fixed-term renewal. The previous £120 standalone / £60 managed landlord renewal entries have therefore been removed for these tenancies. Any distinct, optional lawful service requires its own agreed scope and price. No replacement rent-review fee has been invented.

Redress and client money

Property Redress membership: PRS051066. Certificate period: 21 March 2026 to 20 March 2027. Ask us for the complaints procedure and scheme referral details.

Client money protection: Propertymark CMP, certificate reference C0140130, valid to 31 October 2026. The current certificate is available on request and must be displayed on our website. Client money protection is separate from tenancy deposit protection.

Tenant payments

For tenancies covered by the Tenant Fees Act 2019. The following are permitted limits, not automatic charges. Only applicable payments agreed lawfully will be requested.

Payment	Amount / basis
Rent	Advertised and agreed rent. For a new monthly assured tenancy, no rent before signature and no more than one month required before the start.
Holding deposit	Up to one week's rent. Terms, refund rules and deadlines are explained before payment.
Tenancy deposit	Up to five weeks below £50,000 annual rent; up to six weeks at £50,000 or more where the Act applies.
Tenant-requested variation, assignment or novation	£50 including VAT per agreed change. A higher sum only where reasonable costs above £50 are evidenced in writing.
Lost keys or security devices	Reasonable replacement costs supported by written evidence, where provided for in the tenancy agreement.
Late rent interest	Only once rent is at least 14 days overdue and provided for in the agreement: no more than 3 percentage points above Bank of England base rate, on overdue rent for the overdue period.
Ending without the required notice	Only a payment permitted by law, capped at the rent payable for the applicable minimum notice period. No automatic administration penalty; agreed surrender terms must be lawful.
Bills	Utilities and communications as agreed and legally permitted. Council tax and TV licence paid to the proper authority unless included in rent.

There are no tenant application, referencing, ordinary renewal, inventory, check-out or deposit-protection fees. No compulsory purchase of insurance, professional cleaning or a paid guarantor product. Damages, where properly established, are distinct from routine fees.

Weekly rent calculation: monthly rent x 12 ÷ 52. VAT-inclusive fee totals must not be increased by adding VAT again. See the Tenant Guide for the holding-deposit process and deposit disputes.

info@wpg-properties.co.uk | 0191 486 2414 | www.wpg-properties.co.uk

Watson Property Group Ltd trading as WPG Sales & Lettings. Registered in England and Wales, company number 09641317. Registered office: Heddon Banks Farm, Heddon Banks, Heddon-on-the-Wall, Newcastle upon Tyne, NE15 0BU.