



## SLS Residential - Landlord Terms of Business and Fees Schedule

	Let Only 7% of rent (inc. vat)	Rent collect 9% of rent (inc. vat)	Full Management 11% of rent (inc. vat)
Agree the rental value.	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents.	✓	✓	✓
Advise on refurbishments to meet the agent's consideration of the requirements for letting.	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible.)	✓	✓	✓
Market the property and advertise on relevant portals and the agent's website.	✓	✓	✓
Arrange access with the current occupants and carry out accompanied viewings (as appropriate.)	✓	✓	✓
Provide feedback on viewings and potential applicants to the Landlord and use third party companies to seek references.	✓	✓	✓

Advice on non-resident tax status and HMRC (if relevant.)	✓	✓	✓
Make any HMRC deduction and provide tenants with the NRL8.	✓	✓	✓
Provide tenants with a method of payment.	✓	✓	✓
Deduct any pre-tenancy invoices.	✓	✓	✓
Collect any remit and initial months' rent.	✓	✓	✓
Agreed to collect any shortfall and payment method.	✓	✓	✓
Advise all relevant utility providers of any changes, if required.		✓	✓
Demand, collect and remit the monthly rent.		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions.		✓	✓
Organise Safety Certificate for statutory requirements (where applicable.)			✓

Short Let Space Ltd Trading as SLS Residential, 2 Shipton Road, Woodstock, Oxfordshire, OX0 1LL  
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Undertake a minimum of two routine visits per annum and notify the outcomes of the landlord.			✓
Arrange routine repairs and instruct approved contractors up to an agreed expenditure limit.			✓
Security Deposit dilapidation negotiations.			✓
Hold keys throughout the tenancy term.			✓

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## PRE-TENANCY FEES (ALL SERVICE LEVELS)

The following prices may vary and are in addition to the costs of any items that need to be provided. If not instructed or undertaken by the landlord, arranging and facilitating statutory compliance will incur the following fees:

- EPC: £118 (inc. VAT) per tenancy
- GSR: £114 (inc. VAT) per tenancy
- EICR: from £160 (inc. VAT) per tenancy, depending on the size of the property
- Oil boiler service: £135 (inc. VAT)
- PAT: from £60 (inc. VAT) per tenancy, depending on the number of appliances
- Legionella Risk Assessment: £100 (inc. VAT) per tenancy
- Installing Smoke alarms and Carbon Monoxide detectors: £120 (inc. VAT) per tenancy
- Testing Smoke alarms and Carbon Monoxide detectors on the first day of the tenancy: Free of charge
- Administration fee for handling local authority licensing application: HMO £195 (inc. VAT), Selective License £144 (inc. VAT) per tenancy (Local authority charges will apply)
- Visual check in compliance with the Homes Act 2018 on the first day of the tenancy: Free of charge

## Tenancy Set-Up Fees

For £300 (inc. VAT) per tenancy, we will conduct referencing for up to two tenants, which includes ID checks, Right to Rent checks, financial credit checks and obtaining references from current or previous employers/landlords. We will also handle contract negotiation and the signing of the tenancy agreement.

## Additional Tenant Referencing Fee

For each additional tenant beyond the initial two, a fee of £60.00 (inc. VAT) will be charged to cover referencing.

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### **Guarantor Fee**

A fee of £60.00 (inc. VAT) is applicable for each guarantor and covers credit referencing and the preparation of a Deed of Guarantee.

### **Permitted Occupier Advice**

At no extra cost, we can advise you on the rights and responsibilities of permitted occupiers in relation to both named tenants and landlords.

### **Deposit Registration**

For £30 (inc. VAT) per tenancy, we will register landlord and tenant details and protect the deposit with a Government-authorised Tenancy Deposit Scheme.

### **Inventory**

Charges for the inventory service are detailed in the attached Schedule and are based on the number of bedrooms and/or size of the property.

### **Landlord Withdrawal**

In the event that a landlord withdraws from the tenancy before it commences, a fee of £300 (inc. VAT) will be charged to cover the costs of marketing, advertising and tenancy set-up.

### **DURING TENANCY FEES**

#### **Additional Property Visits:**

For each visit requested by the landlord beyond what is included in the existing Terms of Business, a fee of £60 (inc. VAT) will be charged.

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**Rent Review Fees:**

At no cost, we will review the rent according to current market conditions, advise the landlord, negotiate with the tenant(s), instruct tenant(s) on necessary payment changes, update the tenancy agreement, and serve a Section 13 Notice if the tenancy is periodic.

**Renewal Fees:**

For £234 (inc. VAT) per tenancy, we will negotiate the contract, amend and update terms, and arrange for the signing of a further tenancy agreement.

**Right-to-Rent Follow-Up Check:**

At no cost, we will undertake a repeat check in person on a time-limited visa in line with the Immigration Acts 2014 and 2016. The Home Office will be notified if an illegal overstayer is found. (Note: This does not apply to a Tenant-Find service.)

**Landlord Withdrawal Fees (during tenancy):**

See the Agents Terms of Business for costs. These costs cover advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary), and returning all relevant documents held by the agent to the landlord. (Note: This does not apply to a Tenant-Find service.)

**END OF TENANCY FEES**

- Check-out Fees: Costs will depend on the number of bedrooms, the size of the property, and any outbuildings. Please see the attached Schedule for further information.
- Tenancy Dispute Fee: £120 (inc. VAT) per tenancy. This covers the cost of preparing evidence, submitting the case to the tenancy deposit scheme, and handling all related correspondence. This fee only applies when the agent has protected the deposit.
- Fees for the Service of Legal Notices (Section 8 or Section 21):

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- Let Only and Rent Collect services: £60 (inc. VAT) per notice
  - Fully Managed service: Free of charge
- Court Attendance Fees: £60 (inc. VAT) per hour

## **FINANCIAL CHARGES**

- Interest on Unpaid Commission: 3% above the Bank of England Base Rate will be applied to unpaid commission, accruing from the due date until payment is received.
- Third Party Commission or Interest: As your agent, we may receive commission or interest from a third party while acting on your behalf. This does not impact the quality of the service we provide.
- Contractor Commission: To cover costs incurred for arranging and facilitating visits from vetted professional tradespeople, a 10% (inc. VAT) commission is applied to contractor invoices.
- Non-Resident Landlord Receipt Submission to HMRC: A £30 (inc. VAT) fee is charged quarterly for submitting non-resident landlord receipts to HMRC. This includes remitting and balancing the financial return to HMRC on both a quarterly and annual basis.
- Additional HMRC Reporting Fees: A £30 (inc. VAT) fee is charged per request for additional HMRC reporting, including responding to specific queries relating to either the quarterly or annual return from either the landlord or HMRC.
- Annual Income and Expenditure Schedule: A £30 (inc. VAT) fee is charged annually for providing an annual income and expenditure schedule.

## **OTHER FEES AND CHARGES**

- Arrangement Fees for refurbishments over £1,000: 10% of net cost (inc. VAT). Includes arranging access and assessing the costs with contractors, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee.
- Obtaining more than three contractor quotes: £30 (inc. VAT) per quote. Fully Managed service only.

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- Vacant Property Management Fees: £60 (inc. VAT) per visit. Covers the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.
- Management Take-over Fees: Free of charge per tenancy. Covers the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming all items under “Set-up Fees”, receiving and protecting the security deposit, and providing all necessary legal documentation to the tenant.
- Deposit Transfer Fees: £30 (inc. VAT) per deposit. Covers the costs associated with legal compliance for any landlord requests to change a protected deposit during a tenancy.

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**Address of let property:**

**CLIENT 1**

Title

Forename

Surname:

Address:

Mobile:

Landline:

Email

**CLIENT 2**

Title

Forename

Surname:

Address:

Mobile:

Landline:

Email

**CLIENT 3**

Title

Forename

Surname:

Address:

Mobile:

Landline:

Email

Name of main contact:

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### **Consent to Let**

By signing this contract and any subsequent tenancy agreement, you guarantee that you are the sole owner(s) of the property as officially documented at the Land Registry.

If you are not the property owner, by ticking this box you confirm that you have the authority to sign this contract and any future tenancy agreement on the owner's behalf. You also agree to supply evidence of this authority, such as a Power of Attorney, Appointment as Agent for Owner, or Appointment as Trustee.

You acknowledge that the Guide to Landlords applies to this agreement and agree to follow its terms as an addendum to this agreement. By signing, you agree to be personally responsible for all fees and charges that become due.

Before we provide any services, you must obtain permission (if relevant) from your mortgage lender, head lease, and/or insurance company. You must also inform us of any conditions or restrictions they impose so that these can be included in the Tenancy Agreement.

### **Agency Period and Authorization**

The Agency Period begins on the date that the Landlord signs these terms and continues for 8 weeks after the property can be marketed legally. The Agency Period continues after this point unless it is terminated.

This agreement cannot be ended during the Agency Period. After this period, either you or we can terminate this agreement by giving 28 days' prior written notice to the other party.

### **Tenancy Agreement Signing Authorization**

By ticking this box, we authorize the Agent to sign the tenancy agreement on our behalf.

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**Bank Account into which rent should be paid**

This can be completed at a later date if the bank account that you plan to use is not yet set up

Account Name:

Account Number:

Sort Code:

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