



Landlord Fees and Charges Schedule

This schedule sets out the fees and charges payable by client landlords before, during and at the end of an occupation contract.

All fees are stated in pounds sterling. No VAT is charged.

1. Letting and Property Management

Service	Fee
Letting and occupation contract setup, including property marketing, up to two applicant references and preparation of the occupation contract	£300
Fully managed property service	10% of monthly rent received , subject to a minimum of £65 per month
New fixed-term occupation contract renewal, including preparation, issue and arrangement of signatures	£75

Letting and occupation contract setup

The £300 setup fee becomes payable upon commencement of the occupation contract.

Fully managed property service

The management fee is calculated on monthly rental payments actually received by Grey Orchid Properties Ltd, rather than rent due but unpaid. A minimum management fee of £65 per month applies, including during periods when no rent is received.

New fixed-term occupation contract renewal

The £75 renewal fee applies only where the landlord and contract-holder agree to enter into a new fixed-term occupation contract. No renewal fee is charged where an existing

fixed-term contract automatically becomes periodic without a new agreement being prepared.

2. Inventories and Property Compliance

Service	Fee
Inventory and schedule of condition	£110–£150 , depending on property size and requirements (up to four bedrooms)
Legionella risk assessment	£80
Gas Safety Certificate (GSC)	£75
Energy Performance Certificate (EPC)	£79
Electrical Installation Condition Report (EICR)	Third-party contractor's quoted charge
Other specialist safety inspections, certificates and compliance services	Third-party provider's quoted charge

Inventories for properties exceeding four bedrooms will be individually quoted and agreed with the landlord before the service is undertaken.

Where additional remedial works are required, these will be quoted separately and agreed with the landlord, except where urgent action is authorised under the Terms of Business.

3. Additional Administration and Services

Service	Fee
Land Registry ownership verification	£22
Deposit dispute administration, including statutory declaration procedures where additional action is required	£45 , plus reasonable expenses
Additional property attendance outside routine management	£30 per hour , minimum one hour

Hard-copy documentation	£15 administration fee , plus £0.15 per printed page and postage at cost
Additional occupation contract amendments or correspondence requested by the landlord, outside standard contract preparation	£30 per hour , agreed in advance
Non-Resident Landlord Scheme administration, where applicable	£120 per annum

Land Registry ownership verification

A charge of £22 applies where Grey Orchid Properties Ltd obtains Land Registry documentation to verify ownership of a property.

Deposit disputes and statutory declarations

Where additional administration is required to secure the release of a protected deposit, including statutory declaration procedures following a contract-holder's failure to respond or engage, a fixed administration fee of £45 applies.

Reasonable third-party and out-of-pocket expenses, including solicitor or commissioner for oaths fees, postage, parking and necessary travel expenses, may be charged separately. Any additional administration services outside the standard statutory declaration process will be explained and separately agreed with the landlord in advance.

These charges are payable by the landlord and are not deducted from the contract-holder's protected deposit entitlement.

Additional property attendance

The £30 hourly charge applies where attendance is required outside routine property management, including:

- Providing access for contractors where the contract-holder cannot facilitate access.
- Attending mortgage valuations or surveys.
- Facilitating landlord-requested appointments, deliveries or other access arrangements outside the standard management service.

A minimum charge of one hour applies. The landlord will be informed of the applicable charge in advance.

Hard-copy documentation

Electronic copies of documentation are provided without additional charge. Where a landlord requests printed copies of occupation contracts, Terms of Business or other property-related documents, the administration, printing and postage charges above apply.

Additional occupation contract amendments

Where the landlord requests amendments or additional correspondence outside the standard preparation of an occupation contract, an administration charge of £30 per hour applies. The scope of work and anticipated cost will be agreed in advance.

Non-Resident Landlord Scheme

An annual fee of £120 applies where Grey Orchid Properties Ltd is required to administer tax deductions and associated reporting obligations under HMRC's Non-Resident Landlord Scheme.

Where HMRC has authorised rent to be paid without tax deductions, and no additional scheme administration is required, the annual administration fee will not apply. Any additional specialist accountancy costs will be agreed separately.

4. Refurbishment, Major Works and Repairs

Grey Orchid Properties Ltd does not charge a percentage-based fee for refurbishment or major building works and does not provide construction project management, building surveying or site supervision services.

Major works fall outside the scope of routine property management. These include, but are not limited to, major roofing works, scaffolding, external rendering, structural repairs, chimney works, substantial refurbishment and other significant building works.

Where such works are required, the landlord is responsible for directly appointing and instructing suitably qualified and insured contractors and, where necessary, appropriate professional advisers.

The landlord is responsible for agreeing the scope of works, quotations, contracts, payment arrangements, statutory approvals, site safety arrangements, appropriate supervision and satisfactory completion.

Grey Orchid Properties Ltd may assist by providing contractor contact details, obtaining quotations or facilitating communication and access. Such assistance does not

constitute acceptance of responsibility for managing, supervising, inspecting or certifying the works.

Responsibility for the workmanship, safety and delivery of major works rests with the appointed contractors and relevant professionals, subject to their respective legal duties. Grey Orchid Properties Ltd does not undertake responsibility for managing, supervising, inspecting or certifying such works and shall not be liable for defective workmanship, delays or failures arising from works undertaken by third parties, except to the extent caused by the Agency's own negligence, breach of contract or other legal obligations.

Routine maintenance coordination remains included within the fully managed service. Any additional property attendance outside routine management will be charged at £30 per hour, subject to a minimum of one hour, in accordance with Section 3 of this schedule.

5. Third-Party Costs and Disbursements

Landlords remain responsible for authorised third-party expenditure relating to their property, including maintenance and repairs, statutory inspections, specialist reports, legal services and other property-related services.

Such charges are payable at the third-party provider's quoted or invoiced cost. Wherever reasonably practicable, costs will be agreed with the landlord before instruction, subject to emergency or legally necessary works permitted under the Terms of Business.

6. Client Money Protection and Independent Redress

Client Money Protection Scheme: Client Money Protect (CMP)

Independent Redress Scheme: The Property Redress Scheme (PRS)

Grey Orchid Properties Ltd maintains membership of both schemes.

Further information regarding our memberships, including details of the protection and redress available, can be found on our website:

www.greyorchidproperties.co.uk/renting

Copies of our current membership certificates and supporting documentation are available upon request.

7. General Terms

All fees listed in this schedule are payable by the landlord, not the contract-holder.

Fees for additional services will be communicated and agreed before the relevant service is undertaken, where applicable.

Any new or amended fees will be communicated to existing landlords before taking effect, in accordance with the applicable agreement and legal requirements.

This schedule should be read alongside Grey Orchid Properties Ltd's Landlord Terms of Business.

Effective date: October 2026