



Schedule 1 Commission Fees and Charges

Landlord Fee Structure
1st January 2026 - All costs quoted include VAT

Let Only		1 month's rent
Letting and rent collection		9.60%
Full Management		12.00%
Minimum fee in all cases		£720.00

Tenancy Set up and Administration Costs

Tenancy set up fee		£300.00
Tenant References/Right to Rent checks - per person		£48.00
Landlord AML/Sanctions checks - per person		£12.00
Tenant Sanction checks, per person		£12.00
Register deposit with TDS	Per annum	£30.00
Land Registry Title Search, if app.	To prove ownership	£24.00
Withdrawal from Tenancy	Plus, G&P costs and Tenant costs, if app.	£300.00

Tenancy Renewal Costs / Rent Increase

Tenancy renewal/rent increase	Full management/Rent collection	£180.00
Tenancy renewal/rent increase	Let only	£240.00

Inventory Costs - To be provided by the independent inventory clerk

Inventory make	Depends on size - price on application
Inventory check in	Depends on size - price on application
Inventory check out	Depends on size - price on application
Admin charge will apply with let only	£30.00 in each case



Other Costs:

Will apply in the following cases:

- Full management - where the property is vacant
- All letting and rent collection properties
- All let only properties

These costs will typically apply in respect of the following items: arranging EPC's, Gas Safety Certificates, Electrical Inspections and remedials, cleaning, arranging inventories (Let only), smoke detectors and carbon monoxide detectors, duplicate keys, property visits & reports.

Fixed charge per item	Plus costs	£30.00
Per hour (where more than ½ hr required)	Plus costs	£60.00
Mileage	Where applicable	45p per mile

Other costs - applicable to all properties / tenancies

TDS Dispute Administration Fee or for Court hearing	Plus costs	£60.00 per hour Min charge £180.00
Consultancy		£60.00 per hour Or fixed cost by agreement
Obtaining estimates and supervision of works over £3,000		On application
Rent guarantee & legal protection insurance		On application
Duplicate statements/photocopying		On application

Holding Deposits:

Applicants are required to pay a holding deposit to secure a property. Where a holding deposit has been paid and the tenancy does not proceed due to the tenants failing referencing due to non-disclosure of relevant facts, or they otherwise withdraw, the tenant will lose all/part of their holding deposit. Where the landlord suffers material loss as a result, Griffith & Partners will pass the holding deposit to the Landlord after deduction of direct costs incurred, usually being the referencing costs.

Contested Possession Proceedings:

In the majority of cases, tenants will vacate following the service of Notice of Possession. Where a tenant is in major breach of their tenancy, or otherwise declines to vacate following Notice of Possession, we recommend engaging a solicitor to act on your behalf. We can obtain Rent Guarantee and Legal Protection Insurance at the start of the tenancy on your behalf, where the tenant passes the referencing process; costs available on application.