

Madison Oakley Lettings & Management – Landlord Commission List

**All fees listed below are not subject to VAT, however if Madison Oakley Lettings & Management go VATable these fees will be + VAT.*

Full Management - 9% inc VAT of the gross monthly rent per property
8% inc VAT of the gross monthly rent per property in portfolio*

**Portfolio landlords constitute of 4 or more properties and are entitled to a 1% discount on their full management fee across all properties managed.*

NB this fee is for all day-to-day management of the property, tenancy and any void period. Any additional work that is deemed outside normal day to day management may incur an additional flat fee e.g. project managing a refurbishment of the property. This will be agreed based on the extent of the works required with the Landlord directly case by case.

This fee represents the tenant find, signing up, key holding and rent collection fees together in addition not the day-to-day management of the property, tenancy and void period.

Tenant Find Only - 65% of one full month's gross rent per property.

NB this fee is for all marketing, viewings, right to rent checks, referencing, drawing up of documents and signing, organizing tenants to pay the 1st months' rent and deposit to the landlord directly and passing of all documents to the Landlord.

Rent collection Only – 3% of the gross monthly rent per property.

NB this fee is for invoicing of rent, collection of rent, chasing of arrears and provision of relevant income remittance advices and owner statements.

Tenant Referral Only - £350 flat fee per property.

NB this fee is for all marketing and viewer enquiry handling whilst passing the details to the landlord to undertake the viewing, process the move in and manage the tenancy.

Tenant Signing Only - £350 flat fee per property.

NB this fee is for all drawing up of tenancy and compliance documents and signing. All signed documents sent to Landlord. Any 1st months' rent and deposit monies must be paid directly to the Landlord by tenants.

Key Holding Only - £70 flat annual fee per property due on 1st Jan in advance.

NB this fee is for holding keys in locked key cupboard in the office. Provide keys to anyone you instruct us to release keys to (only in writing with at least 24hr notice) and ensure return. Liability to inform any occupiers is the Landlords.