

THE WILLIAMSON WAY

Landlord

Fee Schedule

*Clear, transparent pricing for every stage of letting
your property.*

Williamson & Co

ESTATE & LETTING AGENTS

This schedule sets out all fees and charges that may apply when letting and managing your property with Williamson & Co, in line with the Renting Homes (Wales) Act 2016 and current Rent Smart Wales requirements. All figures are inclusive of VAT unless otherwise stated.

Where compliance items are not already in place, or you would prefer we arrange them on your behalf, the costs below apply in addition to the item itself.

01 Pre-Occupancy Fees

Energy Performance Certificate (EPC)

£84 INC. VAT

Valid for 10 years. Required under the Renting Homes (Wales) Act 2016 fitness for human habitation standard.

Gas Safety Certificate (GSC)

£76 INC. VAT

Valid for 1 year. Required under the Renting Homes (Wales) Act 2016 fitness for human habitation standard.

Electrical Installation Condition Report (EICR)

From £165 INC. VAT

Price may rise depending on the size of the property, but you will be informed prior to the safety check being carried out. Valid for 5 years. Required under the Renting Homes (Wales) Act 2016 fitness for human habitation standard.

Legionella Risk Assessment

£100 INC. VAT

Per new occupancy.

Installing Hardwired Interlinked Smoke Alarms

From £250 INC. VAT

Price may rise where more than 2 smoke detectors are required. Valid for 10 years and tested at every inspection for managed properties. Required under the Renting Homes (Wales) Act 2016 fitness for human habitation standard.

Carbon Monoxide Alarm

£25 INC. VAT

Validity varies by manufacturer. Tested at every inspection for managed properties. Required under the Renting Homes (Wales) Act 2016 fitness for human habitation standard.

Pre-Occupation Visual Safety Check

£60 INC. VAT

Per new occupancy. Carried out to help demonstrate the property meets the fitness for human habitation standard under the Renting Homes (Wales) Act 2016 and the Renting Homes (Fitness for Human Habitation) (Wales) Regulations 2022.

02 Start of Occupancy — Set-Up Fees

Home Assured 75% + VAT of first month's rent — one-off, includes inventory report. Management fee: 15% inc. VAT per calendar month. Includes Rent Guarantee & Legal Expenses Cover (subject to policy T&Cs).	Fully Managed 75% + VAT of first month's rent — one-off, includes inventory report. Management fee: 12% inc. VAT per calendar month thereafter.	Rent Collect 75% + VAT set-up fee — one-off. Inventory not included. Rent Collect fee: 8% inc. VAT per calendar month.	Contract-Holder Find 75% + VAT of first month's rent — one-off. Inventory not included.
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Guarantor Fee

£36 INC. VAT

Per guarantor — covers credit referencing and preparing the Guarantor Agreement (or equivalent term within the Occupation Contract).

Inventory Fee

From £150 INC. VAT

Depending on the number of bedrooms and/or size of the property and any outbuildings. Applies to Rent Collect and Contract-Holder Find only — Fully Managed and Home Assured already include this in the set-up fee above.

03 For Let Only / Rent Collect

Accompanied Check-In

£75 INC. VAT

Per new occupancy. Attending the property to welcome the contract-holder(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight utility meters and stop-cocks, and test smoke and carbon monoxide alarms. Subject to an approved Inventory.

Landlord Withdrawal — Before Move-In

54% INC. VAT

Of the first month's rent. Covers costs associated with marketing, advertising and contract set-up, should the landlord withdraw before the occupancy has started.

04 During the Occupation Contract

Additional Property Visits

£60 INC. VAT

Per visit, where the landlord requests visits beyond those set out in their existing Terms of Business.

Rent Review (non-managed properties)

£108 INC. VAT

Per occupation contract — reviewing rent against current market conditions, advising the landlord, negotiating with the contract-holder(s), updating the occupation contract, and serving form RHW12 (Notice of Variation of Rent) where periodic.

The Renting Homes (Wales) Act 2016 requires at least 2 months' notice of a rent variation, and no more than one variation in any 12-month period.

Renewal Fee

£144 INC. VAT

Per occupation contract — contract negotiation, amending and updating terms, and arranging signature of a further occupation contract.

Right-to-Rent Follow-Up Check

£54 INC. VAT

Per check — carrying out a repeat check in person on a time-limited visa in line with the Immigration Acts 2014 and 2016, and notifying the Home Office if an illegal overstayer is identified. Does not apply to a Contract-Holder Find service.

Landlord Withdrawal — Within First 6 Months

60% INC. VAT

Of one month's rent — covers advising the contract-holder(s) on the change and the position of the security deposit, transferring the deposit to the landlord or new agent, notifying utility providers and the local authority where necessary, and returning all relevant documents to the landlord. Does not apply to a Contract-Holder Find service.

05 End of Occupation Contract

Check-Out (non-managed properties)

£150 INC. VAT

Per occupancy — attending the property to prepare an updated Schedule of Condition against the original inventory and negotiating the repayment of the security deposit.

Security Deposit Dispute (non-managed properties)

£234 INC. VAT

Per occupancy — preparing all evidence, submitting the case to the deposit dispute resolution service, and handling all related correspondence. Applies only where the agent has protected the deposit.

06 Financial Charges

Interest on Unpaid Commission

4% above BoE base rate

Charged from the due date until paid.

Submission of Non-Resident Landlord Receipts to HMRC

£75 INC. VAT

Quarterly — remitting and balancing the financial return to HMRC on a quarterly and annual basis.

Additional HMRC Reporting

£60 INC. VAT

Per request — responding to specific queries on the quarterly or annual return from the landlord or HMRC.

Annual Income & Expenditure Schedule

£60 INC. VAT

Charged annually.

07 Other Fees & Charges

Vacant Property Management

£60 INC. VAT

Per visit — visiting the property to carry out visual checks inside and out, at a frequency agreed with the landlord.

Management Take-Over

£360 INC. VAT

Per occupancy — taking over management of an ongoing occupancy, confirming statutory compliance, completing set-up requirements, receiving and protecting the security deposit, and providing all necessary legal documentation to the contract-holder(s).

Deposit Transfer

£30 INC. VAT

Per deposit — covering legal compliance where the landlord requests changes to a protected deposit during the occupation contract.

Duplicate Keys Cut

From £10

Per key — cost depends on the number and style of key.

Questions about this schedule? Our team is always happy to talk through any fee, service level, or your specific circumstances — get in touch with the Williamson & Co office.