

Greengates Properties fee schedule

October 2026

Every fee we charge landlords, and the only payments we can ask tenants for. If it isn't listed here, we greengatesproperties.co.uk don't charge for it. 0121 248 0033

Landlord services

Our two lettings services, and the other things landlords ask us for most. Managed is what we recommend.

SERVICE	FEE	WHAT IT COVERS
Managed (our recommendation)	75% of the first month's rent up front (minimum £395) for each new tenancy, then 12% of the monthly rent (minimum £85 a month)	Advertising and finding the tenant; referencing; setting up the tenancy; collecting the rent every month; arranging repairs with our contractors, up to £250 per item without needing to ask you; tracking certificates and deadlines, with reminders; keeping the paperwork right as the rules change; your landlord portal for statements, documents and maintenance.
Let only	First month's rent (minimum £699.95) for each new tenancy	Advertising and finding the tenant; referencing; setting up the tenancy. After move-in, the tenancy and the paperwork are yours to handle. Utility and council tax changeover is not included and can be added from the list below.
Tenancy Health Check	Free	About 45 minutes going through your tenancy paperwork and rent, so you know exactly where you stand.
Tenancy takeover	£397 per property, plus £75 for each compliance problem we fix	Taking over a tenancy that's already running: checking every document, fixing what's missing, and moving the file onto our systems. The £75 is only charged for each problem we actually put right.
Renters' Rights Shield™	From £199	Bringing a tenancy's paperwork into line with the rules in force now. We confirm the exact price in writing before any work starts.
Tenancy Reset System™	From £400	Putting a tenancy that has gone wrong back on track. We confirm the exact price in writing before any work starts.
UKVI accommodation reports	Quoted per report	Priced on the property and the report needed. We confirm the price in writing before we start.
Portfolio sales, off or on market	No sales fee	Selling your rental property through us.

Optional extras

Add any of these to either service. We only charge for one when you ask for it, or when our terms say it applies. Where a price is quoted per case, we confirm it in writing before we start.

Compliance

SERVICE	FEE	WHAT IT COVERS
Deposit registration	£60	For let only landlords: registering the tenant's deposit with the Deposit Protection Service (DPS) and giving the tenant the information the law requires. Included in our managed service.
Right to Rent follow-up checks	£39.95 a year	Repeating the Right to Rent check when a tenant's permission to stay is time-limited, and keeping the evidence.
Identity and sanctions checks	£25 per person	Verifying who a tenant or guarantor is and checking them against the sanctions lists, with a record on file.
Selective licence application	£349.95 per property	Preparing and submitting the council licence application for you. The council's own licence fee is extra.
Licence renewal administration	£199.95	Handling the renewal when a licence runs out, including the council's forms and documents.
Contractor vetting	£100 per contractor	Checking a contractor you want to use: insurance, qualifications and references, with a record on file.
Gas safety certificate (CP12)	£80	Arranging the yearly gas safety check and certificate with a Gas Safe registered engineer.
Electrical safety report (EICR)	£120	Arranging the electrical inspection and report the law requires at least every five years.
PAT testing	£60	Testing the portable electrical appliances you supply with the property, with a record for each.
Energy Performance Certificate (EPC)	£85	Arranging an EPC for the property.
Legionella risk assessment	£85	Checking the water system for legionella risk, with a written record.
Smoke and carbon monoxide alarms	£35 per alarm	Supplying and fitting each alarm.
Licensing compliance audit	£149.95 per property	Checking the property against its licence conditions and the housing health and safety rating system, with a written report.

Looking after the tenancy

SERVICE	FEE	WHAT IT COVERS
Mid-tenancy inspection	£120 per inspection	Visiting the property during the tenancy and sending you a written report. Managed properties get one every six months unless you opt out in writing (email is fine). If you opt out, you send us your own detailed report every six months to our inspection specification, which you can ask us for at any time.
Check-out inspection	£99.50	Inspecting the property at the end of the tenancy against the inventory, with a written report.

SERVICE	FEE	WHAT IT COVERS
Interim or requested visit	£79.95	An extra visit between inspections, when you ask for one or something needs checking.
Void property inspection	£49.95	Checking the property while it's empty between tenancies.
Insurance or lender report	£59.95	A written report on the property for your insurer or mortgage lender.
Deposit dispute representation	£79.95	Preparing and sending your evidence if a deposit dispute goes to the scheme's adjudicator.
Rent arrears escalation	Quoted per case	Chasing arrears beyond the routine reminders, including formal letters and referral where needed.
Rent increase notice (Section 13)	£125 per notice	Preparing and serving the formal rent increase notice, with the market rent evidence to back it up.
Rent increase tribunal response	Quoted per case	Preparing your evidence and response if a tenant takes a rent increase to the tribunal.
Pet request handling	£75 per request	Dealing with a tenant's request to keep a pet: the written response, any conditions, and the paperwork.
Section 8 notice	Quoted per notice	Preparing and serving a possession notice on the right grounds.
Court attendance	£500 per hearing	A member of the team attending court on your behalf for a possession or arrears hearing.
Bailiff attendance	£250 per appointment	Attending the property with the bailiffs on the day of eviction.

Repairs and larger works

SERVICE	FEE	WHAT IT COVERS
Routine repair coordination	Included in Managed, up to £250 per item	Arranging day-to-day repairs. Anything over £250 we check with you first.
Multi-quote management	£35 per set of quotes	Getting and comparing more than one quote for a job when you ask for it.
Refurbishment or large works oversight	10% of the total cost of the works	Planning, instructing and checking larger works on your behalf.
Post-works quality check visit	£49.95	Visiting to check a job was finished properly before the invoice is settled.
Access management	£35	Arranging and attending access for a contractor, surveyor or inspector.
Void management	£50 per visit	Looking after an empty property between tenancies: checks, post and keys.
Insurance claim handling	£95 set-up	Opening and managing a claim with your insurer, including the paperwork and contractor liaison.
Property staging or sale preparation	From £150	Getting the property ready to let or sell: presentation, photos and small fixes. We confirm the price in writing first.

Money and your portfolio

SERVICE	FEE	WHAT IT COVERS
Annual tax summary	£45	A yearly statement of rent received and costs paid, ready for your tax return.
Non-resident landlord (NRL) reporting	£60	The quarterly and annual returns HMRC requires when a landlord lives abroad.
Service charge or ground rent payment	£25 per transaction	Paying a service charge or ground rent on your behalf from rent received.
Quarterly portfolio performance review	£149.95 per session	Sitting down with you each quarter to go through rents, costs, voids and what to do next.
Consolidated portfolio reporting	£95 per report	One report covering every property you hold with us.
Investment or yield consultation	£95 per session	Working through the numbers on a property you're thinking of buying, keeping or selling.
Portfolio health check (annual)	£249.95 per portfolio	A yearly review of every property's paperwork, rent and performance, in writing.
Rent guarantee	Quoted per property	Insurance that pays the rent if the tenant doesn't. Priced on the tenancy.

Administration

SERVICE	FEE	WHAT IT COVERS
Compliance pack creation	£55	Putting every certificate and document for a property into one organised pack.
Duplicate statements or document retrieval	£25	Finding and resending statements or documents from our records.
Ownership or Land Registry check	£25	Confirming the title and ownership of a property, including the Land Registry fee.
Contractor invoice collation	£20	Gathering contractor invoices for a period into one set, for your accounts or insurer.
Custom letters or notices	£30	Drafting and sending a letter or notice to a tenant that isn't part of our routine service.
Key cutting	£10 per key	Cutting extra keys, plus the cost of any special security keys.

Utilities and the council

SERVICE	FEE	WHAT IT COVERS
Utility account changeover	£75 per utility	Telling the gas, electricity or water supplier who's responsible and from when, with meter readings.
Council tax changeover	£45	Telling the council who's liable for council tax at the start or end of a tenancy.
Broadband or TV licence set-up	£35	Arranging a broadband connection or TV licence for the property.
Meter reading evidence	£25	Dated, photographed meter readings at move-in or move-out.

SERVICE	FEE	WHAT IT COVERS
Energy supplier dispute handling	Quoted per case	Taking up a billing or supply dispute with the energy company on your behalf.

Bundles

SERVICE	FEE	WHAT IT COVERS
Compliance Pack	£350	Gas safety certificate, EICR, EPC, and smoke and carbon monoxide alarms, arranged together.
Tenant Turnover Pack	£199	Check-out inspection, a void visit and the utility changeover, when one tenant leaves and the next arrives.
Portfolio Health Pack	£249	Licence renewal administration and a portfolio performance review.
Ready-to-Let Pack	£225	Inventory, deposit registration and the Right to Rent check, before a new tenant moves in.

Other charges in our terms

SERVICE	FEE	WHAT IT COVERS
Empty property management	£100 a month, plus a £300 float	Key holding, a weekly check and minor repairs while the property is empty.
Deposit statutory declaration	£30	Arranging a sworn statement when the other party to a deposit can't be contacted.
Ending our agreement after move-in	1.5 times the final month's rent	Only if you end our agreement after a tenant we found has moved in.
Pulling out after accepting an offer	Our reasonable costs, minimum £395	Only if you withdraw after accepting a tenant's offer. Not charged if their references fail or they pull out.
Ending a licence we hold for you	£450	Only if we hold the property licence for you and have to give it up because the licence conditions were broken.
Work outside our services, by the hour	£50 an hour (team), £75 (manager), £150 (director); 1.5 times that outside office hours	Anything you ask us to do that isn't covered by a service or a fee above. Outside office hours means evenings, weekends and bank holidays. We agree the time in writing first.

Tenant fees

We don't charge tenants for viewings, referencing, setting up the tenancy or checking out. These are the only payments we can ask for, and the most we can charge.

SERVICE	FEE	WHAT IT COVERS
Holding deposit	No more than one week's rent	Reserves the property while referencing is done. Refunded, or put towards the first month's rent, unless the law allows us to keep it.
Tenancy deposit	No more than five weeks' rent	Six weeks' rent if the annual rent is £50,000 or more. Protected in a government-backed scheme.

SERVICE	FEE	WHAT IT COVERS
Rent in advance	No more than one month's rent	Only asked for once the tenancy agreement has been signed.
Change of sharer	£50, or reasonable costs if higher	Only when the tenant asks to change or add someone on the tenancy.
Late rent	Interest at 3% above the Bank of England base rate	Only on rent more than 14 days late, and only if the tenancy agreement says so.
Lost keys or security devices	The reasonable cost of replacing them	Only if the tenancy agreement says so.

Greengates Birmingham Limited, trading as Greengates Properties. Company number 09972709. Registered office: 17 Formans Road, Sparkhill, Birmingham B11 3AA.

Redress scheme: The Property Ombudsman. Client money protection: UKALA Client Money Protection (Total Loss scheme), membership number 181505.

Where a fee is quoted per case, we confirm the price in writing before any work starts. info@greengatesproperties.co.uk