

Lettings Fees & Charges

(correct as of 01 May 2026)

335 Limpsfield Road
 Sanderstead, Surrey CR2 9BY
T 020 8651 6679
E info@hubbardtorlot.co.uk
W www.hubbardtorlot.co.uk

All Fees are inclusive of VAT

Let Only:	12% net of VAT 14.40%
Rent Collection Only:	14% net of VAT 16.80%
Full Managed:	17% net of VAT 20.40%
Minimum Fee:	£900.00 inclusive of VAT

SALES
 LETTINGS
 MORTGAGES

For full description of each service, please see our Landlord Guide.

Service	Inc. of VAT	Net of VAT
Tenant Referencing: per Tenant <i>(Landlord cost)</i>	£75.00	£62.50
Tenant Agreement Fee & Administration Fee: Preparation of Assured Periodic Tenancy Agreement (APT) Contract negotiation, including any amendments, clauses and agreeing terms. Progression and access to legal advice.	£300.00	£250.00
Deposit Registration Fee: Let Only Managed and Rent Collection Free of Charge (FOC) for the 1 st year. All Services thereafter	£60.00 £30.00 <i>(annually)</i>	£50.00 £25.00 <i>(annually)</i>
Hubbard Torlot will hold Deposit on behalf of Landlord in TDS/DPS or My Deposit Schemes.		

Local people.
 Local knowledge.



Registered office: 82 High Road,
 Byfleet, Surrey KT14 7QW
 Registered number: 7582345

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Check In & Check out Fee: Each as follows:	Inc. of VAT	Net of VAT
Studio / 1 Bedroom Property	£132.00	£110.00
2 Bedroom Property	£150.00	£125.00
3 Bedroom Property	£162.00	£135.00
4 Bedroom Property	£180.00	£150.00
(4 Bedrooms or more, prices available upon request)		

Inventory Cost: Each as follows:	Inc. of VAT	Net of VAT
Studio / 1 Bedroom Property	£144.00	£120.00
2 Bedroom Property	£162.00	£135.00
3 Bedroom Property	£186.00	£155.00
4 Bedroom Property	£204.00	£170.00
(4 Bedrooms or more, prices available upon request)		
Check Out to be deducted when Notice is given		

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Utilities:

Gas Safety Certificate: <i>(Renewable annually)</i>	Can be arranged if necessary and upon agreement.
Electrical Installation Condition Report (EICR):	Can be arranged if necessary and upon agreement.
Energy Performance Certificate (EPC):	Can be arranged if necessary and upon agreement.
Additional Key Cutting:	Can be arranged if necessary and upon agreement. <i>(an admin fee will also be charged)</i>

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Additional Landlord Fees	Inc. of VAT	Net of VAT
Use of Landlord's own Tenancy Agreement		
To be approved by our Solicitor	£300.00	£250.00
Withdrawal Fee		
If Landlord withdraws with prospective Tenant	£420.00	£350.00
Guarantor Reference Fee		
Tenancy Renewal Fee <i>(Landlord Cost)</i>	£75.00	£62.50
Renewal of new APT Agreement	£300.00	£250.00
Change of Tenant Fee Preparation of new APT Agreement	£300.00	£250.00

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	Inc. of VAT	Net of VAT
Additional Referencing (per Tenant)	£75.00	£62.50
Submission of Deposit Dispute		
Fully Managed	£150.00	£125.00
Rent Collect and Let Only	£180.00	£150.00
Application for Landlord Licence – Overseas Landlords Only		
Administration Fee	£504.00	£420.00
Anti Money Laundering (AML) Checks (Landlords Only)	£42.00	£35.00

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Submission of NRL Tax to HMRC: Overseas Landlords only. Administration Charge per quarter in relation to forwarding monies to Inland Revenue on your behalf.	£90.00	£75.00
Annual Submission of Section 19 Report to HMRC: All Landlords	£30.00	£25.00
Annualised Income & Expenditure Statement: For Self-Assessment, or submission to Accountant	£90.00	£75.00
Issuing Notices: Issuing Notices - Fully Managed and Rent Collection	£238.80	£199.00
Property Visits: At request of Landlord Rent Collect and Let Only	£90.00	£75.00
Additional Property Inspections: Fully Managed properties at Landlord's request	£90.00	£75.00

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Attending Property at Landlord Request: For access purposes re: deliveries, Contractors etc.	£60 per hour
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