

**TMS**

ESTATE AGENTS

*The team you can trust!  
How can we help you today?*

01843 866 055

info@tmsestateagents.com

www.tmsestateagents.com

Kent Innovation Centre

Millennium Way

Broadstairs

CT10 2QQ

Maximum fee is £5000 + VAT which is £6000 including VAT

On-going Monthly Management equivalent to 12% of the monthly rent + VAT (14.4% inc VAT). Fees will range from:

Minimum fee is £60 + VAT which is £72 including VAT  
Maximum fee is £600 + VAT which is £720 including VAT

Rent Management equivalent to 7% of the monthly rent + VAT (8.4% inc VAT). Fees will range from:

Minimum fee is £35 + VAT which is £42 including VAT  
Maximum fee is £350 + VAT which is £420 including VAT

Basic Administration to set up a new finding only tenancy (1) (£300 + VAT) £360 including VAT

Take over existing managed property with no rent arrears (2) (£400 + VAT) £480 including VAT

Take over existing managed property with rent arrears (3) (£750 + VAT) £900 including VAT

Tenancy renewal fee (£150 + VAT) £180 including VAT

Check out Fee (£140 + VAT) £168 including VAT

Professional Inventory (4) £150 - £ 300 + VAT Ranges from £180 including VAT to £360 including VAT

Inspection Visit (if property is not managed - included in managed service) (£100 + VAT) £120 including VAT

Using your own tenancy agreement (5) (£175 + VAT) £210 including VAT

EPC (£150 + VAT) £180 including VAT

Gas Safety Inspection (£125 + VAT) £150 including VAT

Gas Safety Inspection & Service (£190 + VAT) £228 including VAT

To Serve Notices (if the property is not managed) (6)  
Section 21 & Section 8 notices (£200 + VAT) £240 including VAT  
Section 13 notice (£100 + VAT) £120 including VAT

Attendance in Court/Tribunal on the Landlord's behalf  
Per day. (£400 + VAT) £480 including VAT

EICR Report (dependant on size of property & number of circuit boards)  
Ranges from (£150 - £275 + VAT) which is £180 to £330 including VAT

Anti Money Laundering checks (£30 + VAT ) £36.00 including VAT

We're proudly supporting



PSSE Portfolio Management Limited trading as TMS Estate Agents is an introducer to The Mortgage Shop (Kent) Limited. The Mortgage Shop (Kent) Limited is an Appointed Representative of PRIMIS Mortgage Network. PRIMIS Mortgage Network is a trading name of Personal Touch Financial Services Limited which is authorised and regulated by the Financial Conduct Authority. Registered in the UK Registered No. 06364089 VAT No. 983 1600 19 Registered Address: 22-26 Bank Street, Herne Bay, Kent. CT6 5EA



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To arrange install smoke alarms & CO2 monitors

(£50 + VAT) £60 including VAT

- (1) If the Landlord finds their own tenant and only requires TMS Estate Agents to carry out referencing, raise and serve legal documents and register the deposit. Any management fee will be agreed separately.
- (2) If the Landlord has a managed tenancy in place with another agent or self manages and wishes for TMS Estate Agents to take over the full management of the tenancy. Management fees will apply at standard rate.
- (3) Problematic tenancies with ongoing arrears or maintenance issues will be subject to additional costs. Management fees will be incurred regardless of rent received.
- (4) Depending on the size of the property and whether it is furnished or unfurnished,
- (5) This is to ensure that your Tenancy Agreement is adequate for the purpose.
- (6) The landlord must provide TMS Estate Agents with all relevant documentation to support the service of notices.
- (7) This is in addition to the cost of the works.

### **Tenant Fees & Additional Charges**

To begin the tenancy, we require one month's rent in advance and a maximum of five weeks equivalent rent as a deposit from the tenant. To withdraw the property from the market, while references are being taken, we require a holding deposit equivalent to one week's rent from the tenant. This holding deposit is held as security. It is not refundable to the tenant should they withdraw from the tenancy prior to the commencement date or provide false or inaccurate information on their application form. However, should the Landlord withdraw from the tenancy prior to the commencement date, the holding deposit will be refunded to the tenant. The holding deposit is credited against the total money due at the beginning of the tenancy.

We may charge a tenant any or all the following when required:

1. the rent.
2. a security deposit equivalent to a maximum of 5 weeks rent, or 6 weeks on a property with rent over £50,000 per year.
3. a holding deposit equivalent to one week's rent.
4. reasonable charges for lost keys or security fobs.
5. payments associated with contract variation.
6. payments associated with early termination of the tenancy, when requested by the tenant.
7. payments in respect of bills - utilities, communication services, TV licence, council tax and green deal or other energy efficiency charges.

01/01/2026

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