



Bowdens Estate Agents

Lettings Services and Fees

Services Table

Service	Fully Managed
Rental valuation & property appraisal	✓
High-quality marketing	✓
Accompanied viewings	✓
Comprehensive referencing checks	✓
Preparation & signing of tenancy agreement	✓
Collection of first month's rent & deposit	✓
Retention of tenancy deposit	✓
Transfer of utility & council tax accounts	✓
Arranging relevant safety certificates (if required) *these fees vary depending on the type of certificate needed.	✓
Handling of tenant's queries/issues raised	✓
Regular inspections & reporting	✓
Preparation of legal notices at end of tenancy	✓
Monthly collection of rent	✓
Chasing of late rent or rent recovery (if necessary)	✓
Arranging & overseeing all routine & emergency maintenance & repairs	✓
Rent guarantee & legal cover included (subject to references)	✓

4 Caxton House, Broad Street, Great Cambourne, Cambs. CB23 6JN

Company Number: 16451727 VAT Number TBC

Bowdens is a trading name of Malcolm Residential Sales Ltd

Directors: Daniel Bowden, Ashleigh

Bowden





Fee Structure

Fee Type	Cost
New Tenancy Set-Up Fee	£250.00 inc VAT £300 (deducted from the first month's rent)
Fully Managed	10% inc VAT 12% of the monthly rental amount

Additional Fees for Landlords

These are charged in addition to your service package.

Additional Service	Fee (ex. VAT)	Fee (inc. VAT)	Description
Tenancy Renewal	£100.00	£120.00	Includes negotiating terms, drafting contract and obtaining signatures
Inventory Preparation	£95.00	£114.00	Based on property size – includes photographic inventory
Check-In/Check-Out	£85.00	£102.00	Property condition review, meter readings, and key handover
Deposit Dispute Handling	£75.00	£90.00	Drafting response and evidence submission to TDS/ADR
Court Attendance	£150.00	£180.00	Per hour, if required to attend court on your behalf

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Section 21/8 Notice Service	£75.00	£90.00	Includes notice preparation and service
Gas Safety Certificate (GSR)	£65.00	£78.00	Annual statutory safety requirement
EPC (Energy Performance Certificate)	£75.00	£90.00	Valid for 10 years
EICR (Electrical Installation Condition Report)	£150.00	£180.00	Required every 5 years by law
Key Cutting (per set)	£20.00	£24.00	Additional/replacement key sets
Void Property Visits (per visit)	£25.00	£30.00	Inspection and security check of vacant property
Overseas Landlord Tax Retention & Reporting	£100.00 annually	£120.00 annually	HMRC compliance, if applicable
Contractor Arrangement Fee	10% of invoice	12% of invoice	Applies if arranging works not included in management service

Inventories & Check-Out

Bedrooms	Unfurnished – Inventory	Unfurnished - Check-Out	Furnished - Inventory	Furnished - Check-Out
0-1	£72.00	£60.00	£96.00	£72.00
2	£84.00	£72.00	£108.00	£84.00
3	£102.00	£84.00	£126.00	£96.00

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4	£120.00	£102.00	£144.00	£102.00
5+	£144.00	£120.00	£168.00	£120.00


Contact us.

If you have any questions about these fees or the application process, please contact your local branch:

Bowdens Estate Agents

 *Unit 4a Caxton House, Broad Street, Great Cambourne, CB23 6JN*

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 *01954 710700*

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