

Memberships and fees

butters john bee are members of The Property Ombudsman independent redress scheme, a money protection scheme through ARLA Propertymark and are also members of safeagent.



Landlord fees	Fee*
Lettings Service Fee Including marketing, using portals and newspaper advertising, accompanied viewings and offer negotiations	4 weeks rent plus VAT If your weekly rent is £250, your 4 weeks rent + VAT would amount to £1,200
Discounted Letting Service Fee	2 weeks rent plus VAT If your weekly rent is £250, your 2 weeks rent + VAT would amount to £600
Enhanced Marketing Service our exclusive social media technology, FLINK™	£165
Discounted Enhanced Marketing Service	£132
Tenancy Set Up Including producing the tenancy agreement, completion of paperwork, tenant referencing, registration of tenant's deposit and arranging pre-let works	£474
Rent Collection Including rent collection, arrears collection, accounting & renewal negotiation	12% of rent payable
Full Management Including property maintenance, property visit, service of notices, deposit negotiation together with all services applicable under rent collection	14.4% of rent payable
Extension Set Up Production of extension tenancy agreement	£180
Instruction of another agent during sole agency period – Administration Fee	£360
Withdrawal from a tenancy having instructed butters john bee to proceed – Administration Fee	£360
Paper copies of statements of account	£3.00 per month
Tax retention and completion of documentation for HMRC	£99 per quarter
Administration Fee for the provision of NRL gross annual income and expenditure statement to HMRC	£50
Provision of a statement showing gross income and expenditure for the year	£120
Negotiations of deductions from deposit or flatbond (not fully managed)	£300
Deposit scheme of flatfair dispute submission (where fully managed but expressly instructed not to conduct an inventory)	£300
Attendance at court/tribunal	£180 day/part thereof
Service of notices Administration Fee (Section 8 or 21) included for full management service	£250
Change of Sharer Fee	£180
Extra property visit	£46.80
Wait at property for landlord appointed contractor appointment	£60 per hour/part thereof
Undertake partial or total furnishings for the property – Administration Fee	12% total value
Key Cutting Administration Charge	£30
Payment to a bank account held outside of the United Kingdom	£50 per payment made
Licensing Application Fee Where a landlord requires a HMO, Additional or Selective Licence for the property (N.B. This is an application service only and does not result in butters john bee becoming the licence holder for the property).	£238.80
Rent Confirmation for Mortgage Provider Letter Fee	£50
Gas Safety Administration Fee - Arrangement of gas safety certificate where one is not provided at the commencement of the tenancy – Administration Fee	£54
Rent Administration Fee Where a landlord chooses to terminate our service but rental payments continue to be made to butters john bee - Administration Fee (the landlord is responsible for informing all parties that rent should be directed to new agent).	£50 per payment made
Tenants costs of moving and renting	Fee*
Holding deposit In order to reserve the property	1 weeks rent
The Rent As agreed for the property and specified in the tenancy agreement	Subject to agreement
Security deposit or	5 weeks rent
flatfair Membership Fee Where a tenant opts to use the security deposit replacement scheme	Price on enquiry
Change of Tenancy Fee Redrafting tenancy agreement referencing new tenant(s) re-registering the deposit and producing prescribed information notice	£50
Early Release Fee If a tenant wishes to end their tenancy outside of the agreed terms, they are required to cover the loss incurred by the landlord as a result of the early termination	Price on enquiry
Late Payment of Rent Fee Where a rental payment is significantly delayed a fee will be applied	Interest of 3% above the Bank of England base rate on balance due each day
Key Replacement Fee Where a tenant requires a replacement key or security device for their property	Price on enquiry
Extension Set Up For tenancies which started prior to June 1st 2019	£118.80



butters john bee is a trading style of BJB (Lettings) Limited (Registered in England and Wales no. 05289382)
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