



andrewlees

LETTINGS

LANDLORD GUIDE & SCALE OF CHARGES

BRIDGWATER | BURNHAM-ON-SEA | WESTON-SUPER-MARE

WHAT OUR LANDLORDS SAY

" I would highly recommend Andrew Lees Lettings. Having used their fully managed service, I was always impressed by their professional, knowledgeable and transparent approach.

Steve, landlord

" Very good service. My tenants are well looked after and I am confident my house is being managed well.

Landlord review

" We recently let our property with Andrew Lees Lettings. Great service across the whole team.

Landlord review

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ABOUT US

LOCAL EXPERIENCE. STRAIGHTFORWARD SUPPORT.



Andrew Lees Lettings provides dedicated residential letting and property management across Bridgwater, Burnham-on-Sea, Weston-super-Mare and surrounding areas. Our focus is simple: clear advice, responsive communication and a smooth experience for landlords and tenants.

With more than 75 years of collective residential lettings experience and team members who are landlords themselves, we understand the decisions owners face and the importance of looking after both the property and the tenancy.

Whether you own one property or a growing portfolio, we tailor our service around your priorities. We combine local market knowledge with careful tenant selection, practical management and reliable administrative systems.

From the initial rental appraisal and marketing through to rent collection, inspections, maintenance and check-out, you have an approachable local team supporting you at every stage.

NO LET. NO FEE. NO HIDDEN COSTS.

"Very good service. My tenants are well looked after and I am confident my house is being managed well."

[Landlord review](#)

APPROVED CONTRACTORS

We support local independent businesses and prefer to use trusted contractors from the areas we serve. Contractors are appropriately insured and qualified for the work they undertake. Their established relationship with our team helps us arrange responsive service and clear communication.

- PLUMBERS
- END OF TENANCY CLEANING
- ELECTRICIANS
- GARDENERS
- PEST CONTROL
- CARPET AND FLOORING
- WINDOW CLEANING
- HANDYPERSON
- ENERGY ASSESSORS
- CLEANING
- OVEN CLEANING
- DECORATORS
- TV AERIAL

FREQUENTLY ASKED QUESTIONS

Which areas do you cover?

Bridgwater, Burnham-on-Sea, Weston-super-Mare and surrounding areas.

How are urgent repairs reported?

Managed tenants have a clear process for reporting urgent maintenance.

How much deposit do you take?

Up to five weeks' rent or six weeks where the annual rent is £50,000 or more.

Can I approve the applicant?

Yes. We provide relevant information so that an applicant can be approved using fair and objective criteria.

Which services do you offer?

A let-only service and a comprehensive fully managed service.

How will you keep me updated?

Through regular communication, statements and inspection reports.

Will you spend money on repairs without authorisation?

We agree a spending limit with you or seek authorisation each time, depending on your preference.

"Always quick and reliable, with helpful contractor recommendations."

Landlord review

WHY USE A LETTING AGENT?

Professional management saves time, reduces risk and gives tenants a clear point of contact. Our team manages the practical and regulatory detail while keeping you informed.

THE BENEFITS OF ANDREW LEES LETTINGS

- More than 75 years of collective experience
- High Street office and approachable local team
- No let, no fee tenant-find service
- Targeted marketing at a clear advertised rent
- Fair and objective applicant selection
- Access to established local contractors
- Support with tenancy documents and compliance
- Routine property inspections and reporting
- Monthly rent collection and arrears procedures
- Management of repairs and day-to-day tenant queries
- Rent review and lawful possession support



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Landlord review



PROFESSIONAL STANDARDS

Using a professional letting agent gives landlords and tenants confidence that their money, documents and property are being handled by an experienced team with clear systems and records.

Our team stays informed of legislative and regulatory changes and supports landlords in meeting their legal responsibilities throughout the tenancy. Some obligations require the landlord to provide documents, authorise work or follow the advice given.

RENTERS' RIGHTS ACT 2025

Our managed service reflects the changes in force from 1 May 2026:

- Assured periodic tenancy agreements and required written information
- Specific advertised rent with no rental bidding
- Fair and objective applicant selection
- Form 4A rent reviews through the Section 13 process
- Written pet requests managed within the statutory timescale
- Appropriate Section 8 grounds and supporting records

PROTECTED MONEY. CLEAR STANDARDS.

Client Money Protection and membership of a government-approved redress scheme provide added reassurance.

FULL MANAGEMENT SCALE OF CHARGES

FULL MANAGEMENT SET-UP FEE £240.00 (£200.00 + VAT) INCLUDES:

- Virtual tour
- Property marketing and accompanied viewings
- Tenant credit checks
- Right to Rent checks
- Review of three months' bank statements
- Employer referencing
- Previous landlord referencing
- Fitness for Human Habitation assessment
- Transfer of utilities and council tax
- Inventory

TENANCY AGREEMENT & RELATED PAPERWORK

- Preparation of an Assured Periodic Tenancy Agreement and required written tenancy information - £120 (£100 + VAT)
- Deposit lodged with the Tenancy Deposit Scheme - £30 (£25 + VAT)

SAFETY CERTIFICATES

- Legionella risk assessment - £120
- Energy Performance Certificate - £120
- Gas Safety Certificate - £90; including a service - £120
- Portable Appliance Testing (PAT) - £90
- Electrical Installation Condition Report (EICR) - £200

TENANCY CLOSDOWN FEE £120 (£100 + VAT)

Includes tenant check-out, negotiating and agreeing deposit deductions and transferring utilities and council tax from the tenant to the landlord or new tenant.

INSPECTIONS Routine property inspections - £18 (£15 + VAT).

FULL MANAGEMENT SERVICE

- 1 We visit your property and provide a free rental appraisal with advice on current lettings legislation.
- 2 Once the marketing plan and Terms of Business are agreed, we begin finding a suitable tenant.
- 3 We carry out viewings and provide relevant application, affordability and referencing information so that an applicant can be approved using fair and objective criteria.
- 4 After successful referencing, we agree the move-in date and prepare the assured periodic tenancy agreement, required written information, statutory documents and inventory.
- 5 The agreement and required information are issued for signature. Once signed by all parties, we collect the permitted initial rent and tenancy deposit. Keys are released after cleared funds and compliance checks.
- 6 The deposit is protected with the Tenancy Deposit Scheme.
- 7 The council and utility providers are given the move-in date, names and meter readings.
- 8 Your first rental payment is processed less fees and authorised costs, with the balance sent to you.
- 9 Future rent is transferred to your account within 30 days of the due date.
- 10 We are the first point of contact for tenants and manage repairs, permitted tenancy variations, tenant changes and lawful termination procedures.
- 11 Routine inspections are completed and the report is emailed to you.
- 12 We track safety certificate renewal dates and arrange renewals with your authority.
- 13 We review the rent with you. Any increase is served using Form 4A through the statutory Section 13 process with at least two months' notice and within the annual limits.
- 14 Our agreements require two months' written notice unless a shorter period is agreed in writing. Notice can be given at any point and must end on a rent due date or the day before.
- 15 At check-out we complete a final inspection and condition report. Any deposit dispute is supported by the inventory, photographs, video and relevant records.

FROM MARKETING TO CHECK-OUT

MARKETING

Clear advertising, accompanied viewings and objective applicant approval.

COMPLIANCE

Current documents, safety tracking and statutory tenancy processes.

MANAGEMENT

Rent collection, inspections, repairs, records and tenant communication.

LET ONLY SCALE OF CHARGES

LET ONLY SET-UP FEE: 75% (INCLUDING VAT) OF THE FIRST MONTH'S RENT

TENANCY AGREEMENT & RELATED PAPERWORK

- Preparation of an Assured Periodic Tenancy Agreement and required written tenancy information - £120 (£100 + VAT)
- Deposit of up to five weeks' rent, or six weeks where annual rent is £50,000 or more, lodged with the Tenancy Deposit Scheme - £30 (£25 + VAT)

INVENTORY

Arranging a comprehensive third-party inventory including photographs and meter readings - £180.

IMPORTANT FOR LET-ONLY LANDLORDS

After move-in, responsibility for ongoing management and compliance rests with the landlord unless an additional service is agreed.

- Manage pet requests and rent reviews correctly
- Use lawful Section 8 possession procedures
- Maintain safety and property condition compliance
- Keep clear tenancy and communication records



After six years renting through Andrew Lees, we are still very happy with the friendly and helpful service.

Tenant review

HOW OUR MANAGEMENT FEE IS SPLIT

12.00% (10.00% + VAT) OF THE MONTHLY RENT

4.80%

(4% + VAT)

Repairs, safety certificates
and 24/7 emergencies

3.60%

(3% + VAT)

Rent collection and
payment processing

3.60%

(3% + VAT)

Day-to-day management
and tenant queries

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CONTACT OUR LETTINGS TEAM

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LOCAL KNOWLEDGE. PROFESSIONAL MANAGEMENT.