

LIVERPOOL, MERSEYSIDE AND WIRRAL

Property Management

Prospective Client Guide

£44 to £94

per property, per month

MANAGEMENT FEE CAPPED

For rents of £875 pcm and above.

Higher rent does not increase the management fee.



Service and fee guide | October 2026

Professional management for your property

Tuna Fish Property provides monthly management from £44 to £94 per property. Our local team supports tenant communication, tenancy administration, routine compliance monitoring, maintenance coordination and initial rent arrears action.

Your management fee follows the published rental bands. Documented inspections and other additional services are priced separately, so you can see what the management charge covers.

About this guide

This is a summary of the service and fees. The signed management agreement, property schedule and any later written variation govern your appointment.

01 / LANDLORD SERVICES

Monthly management fees

Flat fees per managed property, with a maximum of £94 per month.

The monthly fee is set by the contractual rent band. Once rent reaches £875 pcm, management is capped at £94. It stays £94 even if the property rents for £3,000 pcm.

Monthly rent	Management per month
Below £500	£44 minimum
£500 to £624	£56
£625 to £749	£69
£750 to £874	£81
£875 and above	£94 maximum

£94 maximum monthly management fee

The charge applies per property once rent reaches £875 pcm. Higher rent does not increase this management fee.

How the charge works

- The management fee is charged per managed property.
- The band changes when the contractual rent changes following a formal annual rent review or at the start of a new tenancy, taking effect when the new rent begins.
- Documented inspections, tenant finding, inventories and other additional services are separately priced.
- Prices include VAT where applicable. Third party costs remain payable separately.

Additional Services

Routine property inspections and other separate services appear on pages 6 and 7.

02 / LANDLORD SERVICES

What management includes

Practical support for your tenancy and the everyday work of looking after the property.

Included area	What you receive
Tenancy management	Tenant communication, tenancy administration and routine deposit administration.
Compliance monitoring	An annual compliance health check, plus certificate and licence expiry monitoring.
Maintenance coordination	Repair reporting, contractor coordination, progress updates and liaison with landlord and tenant. Actual work is charged separately.
Initial rent arrears action	Follow up of late, short or missing rent through the initial arrears process. Legal notices and court work are separately chargeable.

Clear financial arrangements

We explain rent handling and reporting arrangements for your property before instruction. Your management agreement sets out the process, applicable charges and responsibilities.

Documented property inspections are a separate service. The inspection charge includes a written report and is listed under Additional Services.



Local support across Liverpool, Merseyside and Wirral.



03 / LANDLORD SERVICES

Property care and maintenance

Clear reporting, practical coordination and control over property expenditure.

Documented property inspections

Routine inspections help record the property's condition and identify matters needing attention. Visits are normally scheduled approximately six months apart and include a written report. They are separately charged under Additional Services on page 6.

Repairs and maintenance

Routine repair reporting and maintenance coordination are included in the management fee. Labour, materials, emergency work, specialist attendance and refurbishment are separately charged because the cost depends on the work required.

Except in a genuine emergency, work is supported by a quotation and requires your approval before proceeding. You may nominate your own suitably qualified contractor.

A practical maintenance workflow

Step	What happens
01 / Report	The tenant or landlord reports the issue. We identify the immediate property and tenant risk.
02 / Quote	For non emergency work, we obtain and explain the quotation before work proceeds.
03 / Approve	You approve the work, or nominate your own suitably qualified contractor.
04 / Coordinate	We liaise with the contractor and tenant, provide updates and record progress.

Authority and availability

Emergency action may be taken where reasonably necessary to protect people or property, subject to the management agreement. Contractor availability, final costs and completion times can be affected by access, parts, materials and third party decisions.

04 / LANDLORD SERVICES

Starting a new tenancy

Tenant finding, inventories, licence administration and optional insurance.

Tenant sourcing: £350

Includes photography, Rightmove and Zoopla marketing at no additional charge, viewings, referencing, Right to Rent checks and tenancy documentation. Check in and inventory are charged separately.



Check in and inventory: £125

A photographic inventory and schedule of condition, meter readings, key handover, tenant check in and a record of receipt.

Typical new tenancy setup: £475

£350 tenant sourcing plus £125 check in and inventory. Certificates, insurance, licence work, repairs and other required services or third party charges are additional.

Landlord licence administration

Licence applications, renewals and exceptional council work are outside the monthly management fee and are quoted separately. Routine correspondence and expiry monitoring are included.

Rent guarantee and legal expenses insurance

Insurance is optional and quoted separately by the provider. Cover is subject to the insurer's eligibility, referencing, notification and documentation requirements, together with its terms, exclusions, excesses and limits.

Some existing tenancies may be eligible, depending on payment history and the insurer's criteria. The policy requirements must match the referencing and tenancy documentation.

Prices include VAT where applicable.

05 / LANDLORD SERVICES

Additional Services

Tenancy set-up, inspections and certificates, separately charged from monthly management.

Service	Fee	Scope and exclusions
Routine property inspection and written report	£125 per visit	A documented routine visit and written report. Normally scheduled approximately six months apart.
Tenant sourcing	£350	Photography, Rightmove and Zoopla marketing, viewings, referencing, Right to Rent checks and tenancy documentation. Check in and inventory excluded.
Check in and inventory	£125	Photographic inventory and condition schedule, meter readings, keys, tenant check in and record of receipt.
End of tenancy inspection and report	£125	Standard report. Extensive deposit negotiation is excluded.
Gas safety certificate	£95	Standard certificate. Remedial work excluded.
Electrical Installation Condition Report	£220	Subject to property size and contractor quotation. Remedial work excluded.
Energy Performance Certificate	£95	Standard assessment.
Portable appliance testing	From £95	Up to ten appliances. Larger inventories quoted separately.

Inspection pricing

Each formal documented inspection includes a written report and is invoiced separately at £125 per visit. Prices include VAT where applicable. Third party costs remain payable separately.

Additional Services continue on the next page.

06 / LANDLORD SERVICES

Additional Services continued

Other supplier, administrative and exceptional work.

Service	Fee	Scope and exclusions
Other third party certificates	Written quotation	Supplier cost and scope confirmed before instruction.
Rental insurance	Separate provider quotation	Premium and cover depend on provider, tenancy and risk criteria. Separate from management charges.
Rent review and Section 13 notice	£125	Market rent assessment, landlord recommendation, tenant notification, preparation and service of the statutory notice, and record of service.
Administrative case preparation and permitted attendance	£95 per hour or agreed quotation	Work requiring an authorised legal professional, legal fees, travel, disbursements and enforcement costs are excluded.
Deposit dispute administration	£125 standard case	Standard evidence collation and adjudication submission. Complex or prolonged cases quoted separately.
Insurance claim administration	£125 standard claim	Complex or prolonged claims quoted separately. Insurer and loss adjuster decisions remain outside our control.

VAT and third party costs

All prices include VAT where applicable. Contractor, insurer, council, court, tribunal and other third party charges remain payable separately. Supplier prices can change and will be confirmed where possible before instruction.

Confirmation before work begins

Where a service is described as from, written quotation or provider quotation, the relevant scope and price are confirmed before instruction where reasonably possible. Work remains subject to authority to proceed and supplier conditions.

07 / LANDLORD SERVICES

Summary terms and next steps

The management agreement confirms the arrangements for your property.

- 1. Status of this guide.** This is a plain English summary of service and fees. The signed management agreement, property schedule and later written variations govern your appointment.
- 2. Property by property charging.** Monthly management and additional service charges apply per managed property unless a written portfolio arrangement states otherwise.
- 3. Rent handling and reporting.** The rent handling, reporting and payment arrangements are explained before instruction and set out in the management agreement.
- 4. Rent arrears.** Initial rent arrears action is included. Legal notices, court work and exceptional case work are separate.
- 5. Rent bands.** The band changes after a formal annual rent review or at the start of a new tenancy, when the new rent begins. Management is capped at £94 from £875 pcm rent.
- 6. Repairs and authority.** Routine coordination is included. Actual repair, emergency, refurbishment and specialist costs are separate. Except in a genuine emergency, quotations and landlord approval are sought.
- 7. Third party services.** Contractors, insurers, councils, courts and other third parties control their own prices, decisions and timescales. Their performance and outcomes cannot be guaranteed.
- 8. Insurance.** Optional cover is subject to the provider's eligibility, terms, exclusions, excesses and limits, including reporting and documentation requirements.
- 9. Fee reviews.** Prices and supplier costs may be reviewed with appropriate notice. Current written quotations apply to services described as from, written quotation or provider quotation.

Let's talk about your property

Before instruction, we confirm the property details, monthly fee, service start date, required certificates or licensing work and formal management terms.

0151 705 9055

info@tunafishproperty.co.uk

www.tunafishproperty.co.uk

Professional property management across Liverpool, Merseyside and Wirral. Updated 4 October 2026.