

Fees for Licensing of Letting and Management Agents, effective from the 25th April 2016.

Online Applications

Application Type	Number of Private Rented Properties Managed in Wales	New Application Fee	Payment by Annual Instalments	Additional Information
Agent licensing- On Line (No professional body membership)	Up to 100	2100	Yes	<p>No charges levied for updating information. Fees will be reviewed at least annually. Licensing Authority retains the right to amend fees at its discretion.</p> <p>Payment by instalments is only available if a direct debit is set up at application stage. Payment options are only available in exceptional circumstances for Agent with a portfolio exceeding 100 properties.</p> <p>Landlord fee applies to</p> <ul style="list-style-type: none"> Agents managing less than 20 properties and do not undertake "let only" activities, or Agents who manage only their own and / or properties owned by a relative and do not employ staff for letting and management purposes, (Relative is defined in Section 258 Housing Act 2004) unless otherwise determined by the Licensing Authority. <p>Relevant professional body membership will include:</p> <ul style="list-style-type: none"> Association of Residential & Letting Agents (ARLA) Royal Institute of Chartered Surveyors (RICS) National Association of Landlords Scheme (NALS) UK Association of letting Agents UKALA Other as determined by Licensing Authority <p>A social letting agency whose total letting and management activity purely relate to delivery in conjunction with a local authority social letting partnership is eligible for the professional membership discount.</p> <p>Let Only Agencies will fall into the "up to 100" category</p> <p>If an Agent meets the criteria for a reduced fee under this fee policy, but has come forward early, a refund of the difference will be processed.</p> <p>Implementation date is 25th April 2016</p>
	100 to 500	3200	No	
	500 to 1000	4300	No	
	1000 to 2000	5400	No	
	2000+	6000	No	
Agent licensing- Online (With professional body membership)	Up to 100	1890	Yes	<p>A social letting agency whose total letting and management activity purely relate to delivery in conjunction with a local authority social letting partnership is eligible for the professional membership discount.</p> <p>Let Only Agencies will fall into the "up to 100" category</p> <p>If an Agent meets the criteria for a reduced fee under this fee policy, but has come forward early, a refund of the difference will be processed.</p> <p>Implementation date is 25th April 2016</p>
	100 to 500	2880	No	
	500 to 1000	3870	No	
	1000 to 2000	4860	No	
	2000+	5400	No	
General:				
Renewal Period: 5 years				

Renewal Fee: To be set in light of operational experience prior to expiry of licences.

Paper Applications

Application Type	Number of properties	New application Fee	Payment Instalments	by	Additional Information
Agent licensing- Paper (No professional body membership)	Up to 100	2700	Yes		No charges levied for updating information. Fees will be reviewed at least annually. Licensing Authority retains the right to amend fees at its discretion.
	100 to 500	3800	No		Payment by instalments is only available if a direct debit is set up at application stage. Payment options are only available in exceptional circumstances for Agent with a portfolio exceeding 100 properties.
	500 to 1000	4900	No		Landlord fee applies to <ul style="list-style-type: none"> Agents managing less than 20 properties and do not undertake "let only" activities, or Agents who manage only their own and / or properties owned by a relative and do not employ staff for letting and management purposes. (Relative is defined in Section 258 Housing Act 2004) unless otherwise determined by the Licensing Authority.
	1000 to 2000	6000	No		
	2000+	6600	No		Relevant professional body membership will include: <ul style="list-style-type: none"> Association of Residential & Letting Agents (ARLA) Royal Institute of Chartered Surveyors (RICS) National Association of Landlords Scheme (NALS) UK Association of letting Agents UKALA Other as determined by Licensing Authority
Agent licensing- Paper (With professional body membership)	Up to 100	2490	Yes		A social letting agency whose total letting and management activity purely relate to delivery in conjunction with a local authority social letting partnership is eligible for the professional membership discount.
	100 to 500	3480	No		
	500 to 1000	4470	No		Let Only Agencies will fall into the "up to 100" category
	1000 to 2000	5460	No		If an Agent meets the criteria for a reduced fee under this fee policy, but has come forward early, a refund of the difference will be processed.
	2000+	6000	No		Implementation date is 25 th April 2016
General:					
Renewal Period: 5 years					
Renewal Fee: To be set in light of operational experience prior to expiry of licences.					

This document should be read in conjunction with the Rent Smart Wales Fee Policy 2015.