



Castle Estates

FULL MANAGEMENT

Monthly Fee (percentage of the monthly rent) ----- Excluding VAT	10%
Set Up Fee ----- Including VAT	£250.00
ID & Ownership Validation ----- Including VAT	£6.00 per tenancy
Deposit Management Fee ----- Including VAT	£42.00 per tenancy
Tenant Referencing ----- Including VAT	£102.00 per tenancy
Maintenance Out of Hours Cover ----- Including VAT	£30.00 per year
Re Let Fee ----- Including VAT	£180.00

Set-up fee is a one-off charge, immaterial of how many changes of tenant occur, therefore, it is only applicable once per property

Additional Services

Notice of rent increase ----- Including VAT	£30.00
Abandonment Notice ----- Including VAT	£90.00
Notice for possession ----- Including VAT	£90.00
Postal Statement ----- Including VAT	£30.00
Gas Safety Certificate ----- (Including boiler service)----- Including VAT	£ 80.00 £125.00
Energy Performance Certificate ----- Including VAT	£ 60.00
Electrical Inspection Certificate: - 1 / 2 Bed ----- 3 Bed ----- 4 Bed -----	£176.00 £198.00 £220.00

Any other type of dwelling to be quoted for individually.
Including VAT

Marketing

- Full market appraisal
- Advise on health and safety requirements and provide guidance on compliance with letting consents
- Agree rental figure and actively market the property on relevant portals
- Arrange a 'To Let' board

Finding a Tenant

- Carry out accompanied viewings
- Complete full tenant referencing including credit, identity, residency checks, employment and letting references and immigration right to rent check

Documentation/Check In

- Prepare all necessary documentation
- Prepare full written and photographic inventory
- Conduct the check in at the property with tenant(s)
- Take Gas, Electricity & Water meter (where possible) readings & notify the utility companies
- Arrange registration of tenants deposit in our DPS account

During Tenancy

- Rent collection and payment to landlord along with statement (rent is paid on 1st of each month therefore payment to Landlords is usually paid 5/6th)
- Notify of any rental arrears and take appropriate action and send necessary correspondence
- Conduct periodic visits to the property, initially 6 weeks after the tenant has moved in followed by every 4 months, report findings to Landlord
- Notify Landlord of any maintenance issues raised, discuss and action where applicable (including liaising with contractors, obtaining quotes and arranging access)
- Serve legal notices where applicable
- Prepare tenancy renewals
- Discussing annual rent reviews with Landlord(s) and serving relevant Section Notice

End of Tenancy/Check Out

- At the end of the Tenancy ensure that correct notice is given; liaise with the Landlord to consider the new rental figure
- Conduct check out at end of notice period
- Take Gas, Electricity & Water meter (where possible) readings & notify the utility companies
- Liaise with tenant(s) regarding any issues found at check out and obtain quotes for necessary works, agree deposit deductions and complete deposit return
- Deal with disputed deposit amounts through DPS and provide necessary evidence to support claim