



## Castle Estates

### TENANT FIND

|                                 |                               |
|---------------------------------|-------------------------------|
| Tenant Find Fee -----           | 60% + VAT of 1st months' rent |
| <b>Including VAT</b>            | Minimum £480                  |
| ID & Ownership Validation ----- | £6.00 per tenancy             |
| <b>Including VAT</b>            |                               |
| Deposit Management Fee -----    | £42.00 per tenancy            |
| <b>Including VAT</b>            |                               |
| Tenant Referencing -----        | £102.00 per tenancy           |
| <b>Including VAT</b>            |                               |

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### Additional Services

Inventory – Full written and photographic inventory

|                            |                 |
|----------------------------|-----------------|
| 1 & 2 Bed properties ----- | £144.00 inc VAT |
| 3 Bed properties -----     | £180.00 inc VAT |
| 4 Bed properties -----     | £216.00 inc VAT |
| Above -----                | by quotation    |

Check Out ----- *Fee structure as per inventory*

Notices ----- £90.00  
**Including VAT**

Void Period Visit ----- £42.00 per visit  
**Including VAT**

Gas Safety Certificate ----- £80.00  
(Including boiler service) ----- £125.00  
**Including VAT**

Energy Performance Certificate ----- £60.00  
**Including VAT**

Electrical Inspection Certificate: -  
1 / 2 Bed ----- £176.00  
3 Bed ----- £198.00  
4 Bed ----- £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 (*additional service*)
- Conduct the check in at the property with tenants present
- Take Gas, Electricity & Water meter (where possible) readings & notify the utility companies
- Collect first month's rent and transfer to Landlord after deducting charges
- Collect deposit and transfer to Landlords DPS account
- Send paperwork to Landlord if requested

## Check Out (*additional service*)

- Meet tenant(s) at the property to conduct the check out at end of notice period
- Take Gas, Electricity & Water meter (where possible) readings & notify the utility companies
- Provide full check out report including photographs

## Serve Notice (*additional service*)

- Draw up and execute legal notice to tenant(s)
- Send copy to Landlord

## Void Period Visit (*additional service*)

- Visit property and complete report on condition and take photographs
- Send necessary paperwork to Landlord along with a copy of the photographs taken