



## Castle Estates

### FULL MANAGEMENT

|                                                        |                     |
|--------------------------------------------------------|---------------------|
| Monthly Fee (percentage of the monthly rent) - - - - - | 10%                 |
| <b>Excluding VAT</b>                                   |                     |
| Set Up Fee - - - - -                                   | £342.00             |
| <b>Including VAT</b>                                   |                     |
| ID & Ownership Validation - - - - -                    | £12.00 per tenancy  |
| <b>Including VAT</b>                                   |                     |
| Deposit Management Fee - - - - -                       | £48.00 per tenancy  |
| <b>Including VAT</b>                                   |                     |
| Tenant Referencing - - - - -                           | £108.00 per tenancy |
| <b>Including VAT</b>                                   |                     |
| Maintenance Out of Hours Cover - - - - -               | £42.00 per year     |
| <b>Including VAT</b>                                   |                     |
| Re Let Fee - - - - -                                   | £270.00             |
| <b>Including VAT</b>                                   |                     |

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

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### Additional Services

|                                                      |         |
|------------------------------------------------------|---------|
| Notice of rent increase - - - - -                    | £30.00  |
| <b>Including VAT</b>                                 |         |
| Deposit Dispute - - - - -                            | £60.00  |
| <b>Including VAT</b>                                 |         |
| Notice for possession (per notice) - - - - -         | £60.00  |
| <b>Including VAT</b>                                 |         |
| Statutory Declaration (to recover deposit) - - - - - | £30.00  |
| <b>Including VAT</b>                                 |         |
| Postal Statement - - - - -                           | £30.00  |
| <b>Including VAT</b>                                 |         |
| Gas Safety Certificate - - - - -                     | £ 80.00 |
| (Including boiler service)- - - - -                  | £125.00 |
| Gas Fire Service - - - - -                           | £ 84.00 |
| <b>Including VAT</b>                                 |         |
| Energy Performance Certificate - - - - -             | £ 60.00 |
| <b>Including VAT</b>                                 |         |
| Electrical Inspection Certificate: -                 |         |
| 1 / 2 Bed - - - - -                                  | £204.00 |
| 3 Bed - - - - -                                      | £228.00 |
| 4 Bed - - - - -                                      | £258.00 |

*Any other type of dwelling to be quoted for individually.*

**Including VAT**

This price list is subject to change without prior notice  
VAT calculated at 20%

## 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 5/6<sup>th</sup>)
- 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