



Castle Estates

TENANT FIND

Tenant Find Fee - - - - -	60% + VAT of 1st months' rent Minimum £480
ID & Ownership Validation - - - - - Including VAT	£12.00 per tenancy
Deposit Management Fee - - - - - Including VAT	£48.00 per tenancy
Tenant Referencing - - - - - Including VAT	£108.00 per tenancy

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 - - - - -	<i>Fee structure as per inventory</i>
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Notices - - - - - Including VAT	£90.00
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Void Period Visit - - - - - Including VAT	£42.00 per visit
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Gas Safety Certificate - - - - -	£80.00
(Including boiler service) - - - - -	£125.00
Gas Fire Service - - - - - Including VAT	£ 84.00

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