



Castle Estates

FULL MANAGEMENT

Monthly Fee (percentage of the monthly rent) - - - - -	10%
Excluding VAT	
Set Up Fee - - - - -	£300.00
Including VAT	
ID & Ownership Validation - - - - -	£6.00 per tenancy
Including VAT	
Deposit Management Fee - - - - -	£42.00 per tenancy
Including VAT	
Tenant Referencing - - - - -	£102.00 per tenancy
Including VAT	
Maintenance Out of Hours Cover - - - - -	£30.00 per year
Including VAT	
Re Let Fee - - - - -	£180.00
Including VAT	

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 - - - - -	£30.00
Including VAT	
Abandonment Notice - - - - -	£90.00
Including VAT	
Notice for possession - - - - -	£90.00
Including VAT	
Postal Statement - - - - -	£30.00
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
- 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