

LANDLORD FEES SCHEDULE

www.battle.castle-estates.co.uk

LEVELS OF SERVICE OFFERED:

	Tenant Find: 90% of one months rent (inc. VAT)	Rent collection: 12% of rent (inc. VAT)	Fully managed: 15% of rent (inc. VAT)
Agree the rental value	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓
Advise on refurbishment requirements	✓	✓	✓
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)	✓	✓	✓
Market the property and advertise on relevant portals	✓	✓	✓
Carry out accompanied viewings (as appropriate)	✓	✓	✓
Find tenants and carry out full reference checks	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Collect and remit initial months' rent	✓	✓	✓
Provide tenants with method of payment	✓	✓	✓
Deduct any pre-tenancy invoices	✓	✓	✓
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)	✓	✓	✓
Advise all relevant utility providers of any changes (providing the Inventory & Schedule of Condition is done by Castle Estates)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Demand, collect and remit the monthly rent		✓	✓
Arrangement payments for statutory requirements		✓	✓
Pursue non-payment of rent and provide advice on rent arrears actions		✓	✓
Undertake a minimum of two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors			✓
Security Deposit dilapidation negotiations			✓
Provide a detailed unfurnished Inventory & Schedule of Condition			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance if not provided on instruction or undertaken by the landlord:

- Energy Performance Certificate (EPC) £72.00 (inc. VAT)
- Gas Safety Certificate (GSR) up to £80.00(inc. VAT) (not including service)
- Electrical Installation Condition Report (EICR) £160.00-£220.00(inc. VAT)
- Portable Appliance Testing (PAT) £100.00(inc. VAT)
- Installing Smoke alarms and Carbon Monoxide £37.00-£61.00 (inc. VAT)

START OF TENANCY FEES

Set-up Fees (Full Management or Rent Collect Service): £475.00 (inc. VAT) (one off fee).

Set-up Fees (Tenant Find Only): 90% (inc. VAT) of one months rent per tenancy.

Re-Letting fees (Full Management or Rent Collect Service): £250.00 (inc. VAT) per tenancy.

Set up fees include - Referencing for tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Deposit Registration Fees (where collected):£24.00 (inc. VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of the tenancy start date.

Inventory Fees (Rent Collect and Tenant Find Service): 1.2 weeks rent (inc. VAT) per inventory. To provide a detailed unfurnished Inventory & Schedule of Condition (complying if Castle Estates hold the deposit) For furnished properties additional fees will apply.

Landlord Withdrawal Fees (before move-in): £150.00 (inc. VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

DURING TENANCY FEES

Additional Property Visits: £50.00 (inc. VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Renewal Fees (Full Management or Rent Collect Service): £60.00 (inc. VAT) per tenancy.

Renewal Fees (Tenant Find Only) : 1.2 weeks rent (inc. VAT) per tenancy.

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

propertymark

INDEPENDENT REDRESS:

www.tpos.co.uk



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Landlord Withdrawal Fees (during tenancy): £100.00 (inc. VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent, notifying all utility providers and local authority (where necessary) and returning all relevant documents held by the agent to the landlord. (This does not apply to a Tenant-Find service.)

Contractor Commission: 9.08% of contractors invoice (inc. VAT). To cover the costs associated with arranging and facilitating the visit of a vetted professional tradesperson.

FINANCIAL CHARGES

Fees for providing an Annual Income and Expenditure Schedule and duplicates of statements: £15.00 (inc. VAT).

END OF TENANCY FEES

Check-out Fees: 1.2 weeks rent (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory (Included in the Full Management Service)

OTHER FEES AND CHARGES

Vacant Property Visit Fees: £50.00 (inc. VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Fees for the service of Legal Notices (Section 8, Section 13 or Section 21): £125.00 (inc. VAT) per Notice. (Included in the Full Management Service)

Professional Hourly Rate £75.00 (inc. VAT). Charged by the Agent when required to carry out additional services (including attendance at court)

Interest on Unpaid Commission: 4% above the Bank of England Base Rate from Due Date until paid.

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