

Service	Platinum	Gold	Silver	Bronze
Agree rental value and prepare property particulars with professional photos				
Provide guidance to Landlords with regards to lettings consents, non-resident tax status, refurbishment requirements				
Market the property as agreed via Rightmove, Zoopla, Onthemarket.com, Caplen Estates website and associated social media channels, erect a board outside the property				
Accompany all viewings				
Qualify tenants and reference via goodlord				
Collect and remit initial rent payments and deposits as outlined				
Provide tenants with all compliance documents, payment methods and certificates				
Deduct any pre-tenancy invoices				
Collect & lodge 5 weeks holding deposit with DPS (Deposit Protection Scheme)				
Collect and remit monthly rents				
Pursue non-payment of rent arrears				
Negotiate deposit deductions with tenants and DPS disputes				
Undertake 3 inspections per annum, report findings to Landlord				
Arrange routine repairs and instruct approved contractors				
Hold keys throughout tenancy				
Rent protection for the term of each tenancy via goodlord				
Fee inclusive of VAT (fees calculated on annual rent income, per property)	14.4%	12%	10.2%	9.6%

Additional Fees & Charges

Pre Tenancy Fees inclusive of VAT

- Gas Certificate £90
- EPC (Energy Performance Certificate) £90
- EICR – POA per tenancy
- PAT Test – POA per tenancy
- Install Smoke Alarms & CO2 Alarm from £90 per alarm
- Handling Local Authority licensing application £150

Start of Tenancy Fees inclusive of VAT

- Set Up Fees: £250 per tenancy. Referencing for one tenant (ID checks, Right-to-Rent check, financial checks, obtaining references from employers/landlords, contract negotiation and arranging signing of contracts via Goodlord Platform.
- Additional Tenant Reference: £50 per tenant
- Guarantor Fee: £100 per guarantor, inclusive of referencing and guarantor deed
- Deposit Registration Fee: £50

Inventory & Check In:	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	5 Bed+
Inventory & Check In (Unfurnished)	£130	£130	£151.20	£172.80	£194.40	£216	TBC
Inventory & Check In (Part Furnished)	£136.80	£138	£158.40	£180	£201.60	£223.20	TBC
Inventory & Check In (Furnished)	£187.70	£187.70	£208.80	£230.40	£244	£252	TBC

- Landlord Withdrawal Fees: £600 per tenancy. This covers associated costs incurred for marketing, advertising, tenancy set-up admin/referencing.
- Rent Guarantee Insurance: from £299 per annum

During Tenancy Fees inclusive of VAT

- Property Inspections: £50 per visit inclusive of a detailed inspection report and photos
- Renewal Fees: £358.80 per tenancy. Contract negotiation, amending and updating terms and signed documents to all parties
- Arrange Fees for insurance works: 10% of net cost. Arranging access, assessing costs with contractors, ensuring works are carried out to specified schedule of works

Check Out Fees:	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	5 Bed+
Check Out (Unfurnished)	£86	£99	£119	£138	£158	£178	TBC
Check Out (Furnished)	£93	£112	£132	£152	£171	£191	TBC

- Fees for serving legal notices: £50 per notice.
- Court Attendance Fees: £50 per hour.