










Landlord Fee Schedule

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 vouch 				
Collect and remit initial rent payments and deposits as agreed				
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 and pursue non-payment of rent arrears				
Negotiate deposit deductions with tenants and DPS disputes				
Undertake up to 3 inspections per annum, report findings to Landlord				
Arrange routine repairs and instruct approved contractors				
Hold keys throughout tenancy				
Maintain Landlords applications and profile on Government Landlord database				
Rent Protection via goodlord (Max rent £3000pcm)				
Fee inclusive of VAT (fees calculated on annual rent income, per property)	18%	14.4%	12%	10.2%

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: **£300 per tenancy**. Referencing for up to two tenants – to include ID checks, AML & Sanction Checks, Right-to-Rent check, financial checks, obtaining references from employers/landlords, contract negotiation and arranging signing of contracts via [goodlord](#)
- Additional Tenant Reference: **£50 per tenant**
- Guarantor Fee: **£100 per guarantor**, inclusive of referencing and guarantor deed
- Deposit Registration Fee: **£50**
- Land Registry Fee: **£10**
- AML & Sanction Checks: **Landlord £50**
- AML & Sanction Checks: **Tenant £50**
- 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/Section 13 Fees: **£300 per tenancy**. Contract negotiation, amending and updating terms and signed documents to all parties
- Fees for serving Section 8 & 21 notices: **£75 per notice**
- 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
- Variation of a tenancy: **£100**
- Early Termination Fee: **£300**
- Fees for serving legal notices: **£50 per notice**
- Court Attendance Fees: **£50 per hour**