



LANDLORD FEES SCHEDULE

www.cartref-lettings.co.uk

LEVELS OF SERVICE OFFERED:

	Tenant Find: 100% of rent (inc. VAT)	Rent collection: 8% of rent (inc. VAT)	Fully managed: 10% 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	✓	✓	✓
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)	✓	✓	✓
Agree collection of any shortfall and payment method	✓	✓	✓
Advise all relevant utility providers of any changes			
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 two routine visits per annum and notify the outcome to the landlord			✓
Arrange routine repairs and instruct approved contractors (providing three quotes)			✓
Hold keys throughout the tenancy term			✓
Security Deposit dilapidation negotiations			✓

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES

PRE-TENANCY FEES (ALL SERVICE LEVELS)

Arranging and facilitating statutory compliance (this is in addition to the costs of the item itself) if not provided on instruction or undertaken by the landlord.

All below to be quoted individually to the Landlord before any works commence:

- Energy Performance Certificate (EPC)
- Gas Safety Certificate (GSR)
- Electrical Installation Condition Report (EICR)
- Portable Appliance Testing (PAT)
- Legionella Risk Assessment
- Installing Smoke alarms and Carbon Monoxide

START OF TENANCY FEES

Cartref Lettings have no set-up fees for any of the packages provided.

Deposit Registration Fees (where collected):£60 (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. Non-managed/tenant finder Landlords only.



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

CLIENT MONEY PROTECTION: **propertymark**
www.propertymark.co.uk

INDEPENDENT REDRESS:
www.tpos.co.uk



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Tailored Packages.

Advert - £200 (inc. VAT)

Viewings - £40 per visit (inc. VAT)

Referencing - £120 per person (inc. VAT)

Preparation of AST - £200 (inc. VAT)

Inventory - £250 (inc. VAT) based on standard 3 bedroom property

Deposit bond - £60 (inc. VAT)

Mid-Tenancy Inspection - £40 per visit (inc. VAT)

Bond Inspection - £250 (inc. VAT) based on standard 3 bedroom property

Section 13 rent increase - £80 (inc. VAT)

Landlord Withdrawal Fees (during tenancy): £250 (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.

Fees for the service of Legal Notices (Section 8 or Section 21): £150 (inc. VAT) per Notice. (Only for non-managed properties)

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