

**Fees Information for Landlords**

<b>Service<sup>1</sup></b>	<b>Fee payable to Agent</b>	<b>Payable by</b>
Letting Only (preparing particulars, advertising, conducting viewings, reference and credit checks, preparing tenancy agreement)	6% of first year's rent plus VAT	Landlord
Letting & Deposit Holding (as above plus holding and protecting tenancy deposit)	7% of first year's rent plus VAT	Landlord
Letting & Rent Collection (as above plus collection of monthly rent)	7.5% of first year's rent plus VAT	Landlord
Letting Only Plus Rent Guarantee insurance (preparing particulars, advertising, conducting viewings, reference and credit checks, preparing tenancy agreement plus rent insurance to cover rent and eviction)	8% of first year's rent plus VAT	Landlord
Letting & Rent Collection Plus Rent Guarantee insurance (as above plus collection of monthly rent)	9% of first year's rent plus VAT	Landlord
Letting and Full Management including Rent Guarantee Insurance (as above inc full property management throughout tenancy, plus rent insurance to cover rent and eviction)	10% of first year's rent plus VAT	Landlord
Management Only (management during existing tenancy)	6% of current yearly rent plus VAT	Landlord
Marketing (preparing particulars and advertising the property)	£499 (inclusive of VAT) for up to 3 months advertising	Landlord
Conducting viewings	Included in fee	Landlord
Energy Performance Certificate	£75 (exclusive of VAT) per property	Landlord
Gas safety check	£75 (exclusive of VAT) per property	Landlord
Electrical safety check	TBA – depending on property size	Landlord
Preparation of tenancy agreement (Landlord fee)	Included in fee	Landlord
Inventory preparation	TBA – depending on property size	Landlord
Inventory check-in	TBA – depending on property size	Landlord
Inventory check-out	TBA – depending on property size	Landlord
Property reservation fee (to secure a rental; amount will be deducted from first	One weeks rent (inclusive	Tenant

<sup>1</sup> List to be edited as required.



month's rent but is non-refundable if tenant withdraws from the letting)	of VAT) per property	
Additional inspections (in addition to routine inspections under Management service)	£99 (inclusive of VAT) per visit	
Tenancy renewal fee (negotiating and documenting renewal) (Landlord fee)	£299 (inclusive of VAT)	Landlord
Tenancy renewal fee (negotiating and documenting renewal) (Tenant fee)	N/A	Tenant
Professional cleaning	As quoted on requested	Landlord /Tenant

**Other Important Information for Landlords and Tenants**

Caplen Estates is a member of a client money protection scheme. Caplen Estates is a member of a redress scheme for dealing with complaints. The name of the redress scheme is The Property Ombudsman