



Landlord Services and Fees

March 2025

Evaluating and selecting the right Letting Agent is a major decision for Landlords, firstly in the initial Letting process and subsequently during the Property Management process

Here at Home + Castle we have 35 years of experience in Lettings. One central team in our office manages the Lettings process. The team consists of a Director, a Manager and our Administrators. Most of our team are Landlords ourselves so we have the professional expertise and the personal experience required to make the Lettings process run smoothly - from the point of letting your property through to the management of your property and any changes of tenants.

What is important for Home + Castle

The team at Home + Castle value our relationships with our Landlords and our Tenants. It is important that we are recognised and paid for customer service excellence and a job done well by finding, selecting and retaining good Tenants for decent Landlords.

Landlord Services

Our clients have different requirements; therefore, we have **three** services to cover individual requirements –

- ◆ Fully Managed Property Services
- ◆ Tenant Finder Services
- ◆ Individual Landlord Services



Fully Managed Property Services

Home + Castle's Fully Managed Services offers a total property management solution where we manage all aspects of the rental process, every step of the way for our clients including:-

Marketing, Viewings and References

1. Marketing your property or properties until a suitable tenant match is found
2. Arranging and conducting accompanied viewings
3. Carrying out applicant referencing – credit checks, identity checks, income verification, references, current Landlord reference, matched address credit check, bank verification and any linked addresses
4. Evaluating and determining the suitability of the prospective applicant for approval by the Landlord

Preparing for Tenancy

1. Preparing the Tenancy Agreement for signatures
2. Collecting the Tenant's deposit in accordance with the Tenancy Deposit Protection Scheme regulations
3. Receiving the first month's rent in advance and paying it into your bank account
4. Preparing the Opening Inventory
5. Arranging the Gas Safety Certificate
6. Arranging the EPC
7. Arranging Floor Plan drawings
8. Arranging EICRs
9. Arranging Deposit Protection
10. Scheduling a Check-in service

Managing the Property

1. Issuing a monthly payment acknowledgement to the Landlord via email
2. Looking after your property and the Tenant throughout the tenancy
3. Managing all reported maintenance issues and arranging repairs as discussed with the Tenant and the Landlord by our trusted team of qualified contractors and trades people



4. Regular visits to your property during the Tenancy to check and report on the condition of the property
 - a. First inspection after 1 month
 - b. Second inspection after 6 months
 - c. Subsequent inspections every 6 months

Tenancy Renewal

1. Managing the renewal with the Tenant and the Landlord
2. Negotiating any proposed increase of rent

End of Tenancy

1. Deposit reconciliation
2. Closing inventory
3. Check out service
4. Re-letting service

Rent Protection Insurance

We can recommend local and trusted companies to arrange rent guarantee insurance.

Fully Managed Service Fees

Set-up fee	£500 + VAT
Management fee	10% of monthly rent + VAT
Opening Inventory	
Studio and 1 bedroom	£110 + VAT
2 and 3 bedrooms	£125 + VAT
4-5+ bedrooms	POA
Floor plan	£50 + VAT



Gas Safety Certificate and Service	£80 + VAT
Energy Performance Certificate	
1 and 2 bedrooms	£100 + VAT
3 and 4 bedrooms	£125 + VAT
5+ bedrooms	£150 + VAT
Electrical Installation Condition Report	
Studio and 1 bedroom	£180 + VAT
2 bedrooms	£190 + VAT
3 bedrooms	£200 + VAT
4 bedrooms	£216 + VAT
5 bedrooms	POA
PAT Certificate	£65 + VAT
Smoke Alarms and Carbon Monoxide Detectors	£30 + VAT
Check in service	No charge on Fully Managed Service
Tenancy Renewal for existing Tenant/Tenants	£75 + VAT
Closing inventory, check out and key return	No charge on Fully Managed Service
HMRC Annual statement	
First property	£50 + VAT
Additional property	£25 + VAT

Tenant Finder Service

Marketing, Viewing and References

1. Marketing your property or properties until a suitable Tenant match is found



2. Arranging photography of the property by professional photographers skilled in lighting
3. Conducting accompanied viewings
4. Carrying out applicant referencing – credit checks, identity checks, income verification, references, current Landlord reference, matched address credit check, bank verification and any linked addresses
5. Evaluating and determining the suitability of the prospective applicant for approval by the Landlord

Preparing for Tenancy

Optional Landlord Services

1. Preparing the Tenancy Agreement for signatures
2. Collecting the tenant's deposit in accordance with the Tenancy Deposit Protection Scheme regulations
3. Receiving the first month's rent in advance and paying it into your bank account
4. Opening inventory
5. Arranging the Gas Safety Certificate
6. Arranging the EPC
7. Arranging Floor Plan drawings
8. Scheduling a Check-in service

Tenant Finder Service Fees

Set-up fee

Studio and 1 bedroom	£700 + VAT
2 bedrooms	£900 + VAT
3 bedrooms	£1100 + VAT
4-5+ bedrooms	POA

Opening Inventory

Studio and 1 bedroom	£110 + VAT
2 and 3 bedrooms	£125 + VAT



4-5+ bedrooms	POA
Floor plan	£50 + VAT
Gas Safety Certificate and Service	£80 + VAT
Electrical Installation Condition Report	
Studio and 1 bedroom	£180 + VAT
2 bedrooms	£190 + VAT
3 bedrooms	£200 + VAT
4 bedrooms	£216 + VAT
5 bedrooms	POA
Energy Performance Certificate	
1 and 2 bedrooms	£100 + VAT
3 and 4 bedrooms	£125 + VAT
5+ bedrooms	£150 + VAT
PAT Certificate	£100 + VAT (10 items)
Smoke Alarms and Carbon Monoxide Detectors	£30 + VAT
Check in service	
1 and 2 bedrooms	£45 + VAT
3 and 4 bedrooms	£65 + VAT
5+ bedrooms	£95 + VAT
Inventory service	
1 and 2 bedrooms	£110 + VAT
3 and 4 bedrooms	£125 + VAT
4+ bedrooms	POA
Tenancy Renewal for existing tenant/tenants	£75 + VAT
Closing inventory, check out and key return	
1 and 2 bedrooms	£110 + VAT



3 and 4 bedrooms	£125 + VAT
4+ bedrooms	POA
HMRC Annual statement	
First property	£50 + VAT
Additional property	£25 + VAT

Section Notices

Section 21 Notice	£75 + VAT
Section 13 Notice	£50 + VAT
Section 3 Notice	£25 + VAT
Section 48 Notice	£25 + VAT

Individual Landlord Services

Further Services and Fees

Addendum of AST agreement	£40 + VAT
Copies of any paperwork	£15 + VAT
Landlord Abortive Let Fee	£250 + VAT
Pet Fee	£25 per calendar month, per pet
Deposit Protection Fee	£30 + VAT

The Home + Castle 'Go Above and Beyond' service motto means that should you need an individual service, please contact us.