



**CHARLES CARTER**  
LETTINGS & PROPERTY MANAGEMENT

# Services & Fees Schedule



[www.charlescarterlettings.co.uk](http://www.charlescarterlettings.co.uk)



# The CCL Difference

Charles Carter Lettings is an award winning, independent agency 100% dedicated to being Lettings and Property Management specialists, ensuring your rental property is our number one focus and priority. We understand you are entrusting us with one of your most valuable assets and expect a professional and effective management service.

All services are personally overseen by Company Director, Eddie Carter, who is always available directly when required. Our company is built on recommendation and repeat business, so high levels of service are at the heart of the company and its values.

Director, Eddie Carter

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# Our Managed Services

## Platinum

Rent guarantee & full property management



12% + VAT (14.4% incl VAT) deducted from the gross monthly rental + additional £27.50+ VAT (£33 inc VAT) for properties up to £2,500 pcm. Properties over £2,500 charges are £37.50+VAT (£45 inc VAT)

## Gold

Our full managed service



Monthly management fee: 12% + VAT (14.4% incl VAT) deducted from the gross monthly rental

## Silver

Our professional rent collection service



Monthly management fee: 4.5% + VAT (5.4% incl VAT) deducted from the gross monthly rental

**New tenancy set up fee:**

For each new tenancy we charge 60% + VAT (minimum fees £400 + VAT, £480 inc VAT) of the first month's rent

**Inventory & Schedule of Condition:**

FREE for managed clients

**Tenancy Renewal Fee**

£95.00 + VAT (£114 inc VAT)

## Energy Efficiency – Compliance with EPC Regulations 2012

EPC Fee	£95.00+ VAT (£114 inc VAT)
Desktop MEES (Minimum Energy Efficiency Standards)	£33.00+ VAT (£39.60 inc VAT)
Green Deal Assessment	£150 + VAT (£180 inc VAT)

## Legal

(all charges are included if the Platinum Management Service has been purchased)

Court Appearance Notes	£120.00+ VAT (£144.00 inc VAT)
Provision of a comprehensive annual Income & Expenditure Report suitable for submission with a tax return	£42.00+ VAT (£50.40 inc VAT)
Sale of the Property to a tenant or third party The introduction of a buyer (tenant or third party) subject to contract, and issues of Sales Memorandum. Payable on completion of sale	1.5%+ VAT (1.8% inc VAT) If during the Sole Agency period other agents are instructed, the monthly commission rate will be increased by 1.8% including VAT



# Other Costs

Renewal of a managed AST	£95 + VAT
Administration of NRL tax returns	£150 per annum + VAT
Tenancy Deposit Protection Cover	£40 (Letting Only Service plus deposit protection) + VAT
Tenancy Deposit Dispute Resolution:	£75.00 + VAT
Redirection of mail overseas	Cost of postage
Re-issuing the Prescribed Information subject to change in circumstances:	£35.00 + VAT for each re-issue
Faxes & overseas telephone calls	Telephone costs
Issuing Notice of Seeking Possession	£90 + VAT
HHS compliance check Free (managed)	£25 +VAT (Let Only)
Key Cutting	Invoice value plus £10 + VAT (£12 inc VAT)
Legionella RA	£65 + VAT (£78 inc VAT)
Project Manage on behalf of the Landlord any major works exceeding £500 + VAT	10% of contractors invoice

# Non-Managed Services

<b>Professional Tenant Finding Service:</b>	90% of the first months rent inclusive + VAT subject to a minimum fee of £500 (inclusive of VAT)
<b>Commercial service</b>	90% of the first month's rent ( subject to a minimum fee of £700.00 + VAT)
<b>Protection of the Tenancy Deposit with The Dispute Service:</b>	£75.00 + VAT (£90.00 inclusive of VAT) payable on commencement of the tenancy
<b>Tenancy Deposit Dispute Resolution:</b>	£75.00 (£90.00 inclusive of VAT)
<b>Re-issuing the Prescribed Information subject to change in circumstances:</b>	£35.00 + VAT (£42.00 inclusive of VAT) for each re-issue
<b>Inventory / Check-out preparation</b>	Full inventory services are available, ask in branch for details
<b>Landlord Renewal Agreement</b>	£95.00 + VAT (£114.00 inclusive of VAT)
<b>Desktop MEES (Minimum Energy Efficiency Standards) Report</b>	Cost of contractor invoices
<b>Electrical installation and appliance checks</b>	Ask branch for more details
<b>Preparation of documents on behalf of the client relating to the sale of the property</b>	£35.00 + VAT (£42.00 inclusive of VAT)
<b>Time limited right to rent review</b>	£75.00 + VAT (£90.00 inclusive of VAT)

# Testimonials

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## Lottie- Landlord

Charles Carter Lettings have managed my house for a number of years. The professional care they have given me as a landlord has been exceptional. The management and agents give personal attention on the client and respond promptly to all aspects of landlord and tenant requests. As a landlord, who is not close to the property, the reassurance and trust Charles Carter has delivered has been high quality and of gold standard.

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## Juliet- Landlord

We have used Charles Carter Lettings since 2012, when we decided to rent out a property. Eddie is professional, trustworthy, helpful, reliable and competitively priced. He has found us good tenants, advised us about the process and made becoming a Landlord as stress free as possible. We would (and have) recommended Charles Carter Lettings to anyone.

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## Mrs. P - Landlord

I've had no hesitation in recommending Charles Carter Lettings and Property Management to my sister-in-law because I'm 100% confident in the excellent quality of service Eddie and his team give. After two bad experiences with letting agents, Eddie has restored my faith in this sector leaving me sure in the knowledge that both my tenants and myself are worry free and more than well looked after.

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Charles Carter Lettings are a member of Propertymark (which includes Client Money Protection Scheme) and The Property Ombudsman, being the largest lettings redress scheme in the UK.



## Get In Touch

Our helpful team are available and happy to assist with any enquiries you may have.

Please do not hesitate to get in touch or visit the office.



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