

THE KEY TO SUCCESSFUL LETTINGS

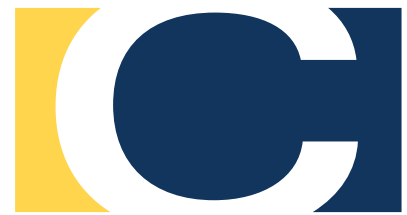


Landlord Information Pack



Welcome

Cauldwell
PROPERTY SERVICES



Cauldwell Property Services are one of Milton Keynes' leading Sales and fully regulated Lettings Agents with an outstanding reputation for excellent service and local knowledge.

Cauldwell is a fully regulated, market leading estate agency established in 2004 by the three Directors Wayne Murphy, James Vintner and Jason Holmes. Now with more than 30 staff members and over 250 years combined experience dealing with the local market, you know you are dealing with property professionals who care both about you and your home.

Cauldwell enjoys a prime location in the very heart of Milton Keynes, our 5000 sq ft property showroom is situated in Central Milton Keynes within the vibrant 'Vizion Development' adjacent to Sainsbury's Supermarket and opposite 'the Hub' where retailers include Brasserie Blanc, Banana Tree and Zizzi's.

To succeed as an organisation facing today's business challenges, we continually develop our people, refine our systems and upgrade our service standards. More importantly, we believe in the business of being human. We value our clients and understand that good working relationships need care and consideration. As we move forward and expand we continue to be enthusiastic, optimistic and grateful for your support.

If you are looking for a company to serve you with commitment, passion and energy; an agency that can combine local expertise with a wider reach; and a knowledgeable, experienced team that you will enjoy working with and can trust to help you achieve your property goals, choose Cauldwell.

Our regulatory status ensures we are members of, or affiliated to the following organisations:





Why should I use a regulated agent?

Every year, unlicensed agents cost Britain's tenants and landlords thousands of pounds because they don't have protective measures in place to **GUARANTEE YOUR MONEY**.

There is currently NO mandatory regulation of letting and property management agents in the UK but rest assured Cauldwell are Licenced ARLA members (Association of Residential Letting Agents) which ensures:

- You are consulting with a qualified and trained agent who can give you professional up to date advice and guidance
- Your money is **PROTECTED** by a Client Money Protection Scheme
- You are dealing with an agent who follows a Code of Practice and Rules of Conduct laid down by their professional body
- That your agent has Professional Indemnity Insurance
- That your agent has a route to redress should something go wrong

arla | propertymark

PROTECTED

Management Options

We provide our customers three different management options ranging from a simple tenant find service up to our Fully Managed Property Management known as our Gold Service. One of our Valuation Managers will visit your property, provide you with a valuation for your home and explain in full detail the service options available and rental process. They can also offer a free one to one service for any aspiring landlords who buy a property from us.

How will you keep me informed?

Once you have decided on your management options we will take professional photos and place your property onto the market. Every time a viewing is booked on your home we will email you to keep you informed of the viewing progress, whether we have a key to your home or not. We will endeavour to update you with feedback either via email or phone call as soon as possible.

Outstanding media coverage

When we place your property on to the market, your home will be comprehensively marketed through our affiliated websites and social media pages.



www.cauldwellproperty.co.uk





“Thank you for your time,
help and support.
The customer care we
received was fantastic

Landlords Mr & Mrs Keen



Should I furnish my property?

As a minimum we would recommend providing a cooker, fridge/freezer, washing machine, carpets, window coverings and light fittings. All other furnishings are at your discretion.

Is my property ready to let?

Your property will be deemed lettable when the following conditions have been met (where applicable).

Please use the helpful tick list below to ensure you are doing and/or providing what is required before renting out your home:

- ☐ Ensure the property is fit for human habitation at the start of the tenancy (fit for human habitation act 2018) and is maintained in a fit condition throughout the tenancy period. In short the property must be in a good state of repair, clean, safe and tidy.
- ☐ Ensure the gas appliances and supply is safe and complies with the Gas Safety Regulations 1998. A Gas Safety Certificate must be provided before the start of any tenancy, these last for 12 months and can never expire.
- ☐ Energy performance Certificate (EPC) – Required by law to market. Your property must have a minimum rating of ‘E’ otherwise works will be required to increase the EPC rating.
- ☐ From the 1st July 2020 ensure the property complies with the Electrical Safety Regulations 2020 by providing an EICR Report (electrical installation condition report) before the tenancy commences. Any appliances left at the property must be safe to use, clean and working efficiently.
- ☐ All instruction manuals must be left to ensure safe use by the tenant.
- ☐ Provide one full set of property keys to the tenant, extra front door keys for any other adult tenants and a full set of keys and garage door keys to the agent (if managed).
- ☐ One smoke alarm is required for each floor of the property and will be required to be repaired or replaced when advised.
- ☐ Ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding any room where there is only a gas cooker)
- ☐ It is recommended that windows have some curtains, nets or blinds. Please ensure any blinds have a child safety device on any operating cords or chains.
- ☐ All rubbish and personal effects to be removed from the property including lofts and any sheds etc.
- ☐ A risk assessment must be made for the prevention of legionella bacteria in the water system.
- ☐ To ensure any furniture and furnishings comply with the Furniture & Furnishing Regulations 1988 (as amended) including any furniture which may be stored on the premises.
- ☐ Lawnmower and garden tools to be left along with an R.C.D (residual current device) adaptor to ensure the tenants can be legally responsible to attend to the gardens.
- ☐ Any mortgage and/or leaseholder consent to let must be supplied to us along with any relevant covenants.
- ☐ A copy of the lease if applicable must be supplied and given to the tenants to ensure they are fully aware of the leaseholders requirements (e.g. no pets in the block).
- ☐ A copy of Landlords Building Insurance to be supplied as this is a requirement of your tenancy agreement. A quotation can be arranged with our insurance partner if required.
- ☐ Tax Exemption Certificate (NRL1) applied for (if applicable).
- ☐ Details of any part of the property not included in the tenancy (e.g. loft, garage etc).
- ☐ Signed terms and conditions giving us authority to act.

Why use Cauldwell?

Our standards of service and commitment to our clients is always our highest priority.



Built on firm foundations

Established in 2004 by three local estate agents, Cauldwell has built a reputation for exceptional customer service and vast local knowledge with the foresight of ensuring all our customers have the best experience possible. This vision has made us one of the most trusted estate agents in the heart of Milton Keynes.



Professionalism

Cauldwell is a member of The Property Ombudsman and ARLA Propertymark (association of residential letting agents). The memberships provide sellers, landlords, buyers and tenants with an assurance that they will receive the highest level of customer service and protection.



Independence Means Performance

We are locally owned company led from the front by Directors Jason Holmes, James Vintner and Wayne Murphy. We cherish our independence because it motivates us to care about every single thing that happens within our company. It inspires us to constantly improve our service and that keeps us where we want to be - at the top of our game.



Experienced Staff

Our staff are highly trained property professionals and receive ongoing professional training. We are all fluent in all Estate Agency Legislation and Practices to ensure you receive the best possible advice and service.



No sale no fee policy

Unless we sell or rent your house at a price you're happy with, we won't charge you a penny. With no hidden costs, you'll have peace of mind that instructing Cauldwell you'll sell or rent your home for the best possible price, to the best possible person.



Professional photography

All our sales and rental properties will benefit from professionally taken images to ensure superb presentation in all media, making your home stand out from the competition.



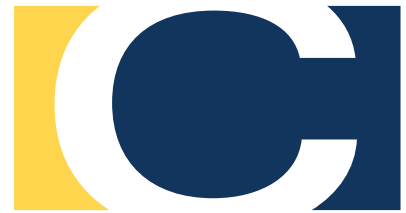
In-House Property Management

Unlike some of our competitors, when you instruct Cauldwell to fully manage your property this means throughout the process you will be dealing with our MK based Property Managers who have a large local contractor database of tradesmen. Your tenants will benefit from the use of our state of the art reporting software known as fixflo. Please check it out under the lettings tab on our website www.cauldwellproperty.co.uk



In-House Energy Assessor

Energy Performance Certificates (EPC's) are required in order to sell or let any property in England and Wales, we have our own in house energy assessor who will complete the EPC for you, one less job for you to think about.



In-House Independent Mortgage Broker

The Mortgage Store, a firm of professional advisors who specialise in all types of borrowing are based on the first floor of our Central office. They have access to the whole of the market and with that comes the choice of the 'best' schemes available for purchase, re-mortgage and 'buy to let' whatever suits your personal circumstances.

Your home may be repossessed if you do not keep up repayments on your mortgage.

Customer care

We care about you and the service you receive, therefore we promise to update you with feedback from every viewing on your property and provide after care service once you have sold or let your home.



Central Property Showroom

We enjoy a prime location in the very heart of Milton Keynes, we are situated within the vibrant Vizion Development adjacent to Sainsbury's and opposite 'The Hub' in Central Milton Keynes. Our 30 members of staff all occupy the ground floor space within our office with the first floor allocated to the Mortgage Store. With convenient parking and a relaxed reception area clients will feel at ease visiting our property showroom.

Landlords Portal

We have made Managing your rental account extremely easy and simple with our landlords online portal. Our managed landlords can track payments, look at your statements and invoices and see what maintenance work is outstanding. All your rental properties will be available via the one account to make managing your portfolio and accounts extremely easy.



Estate & Block Management'

Whether you're looking for a new managing agent or exercising your right to manage, the right management approach is central to the smooth running of your building or estate. Our service is flexible and personal; we can provide a full management package or a consultation service, you can be as involved as much or as little as you want. If you are looking to switch providers, we will do whatever is needed for a smooth handover. We understand the need for total transparency in how your funds are managed.



A Complete Property service

Cauldwell has established a full range of property services associated with Estate agency including sales, lettings, mortgages, residential and block management, conveyancing, trades people and chartered surveyors.

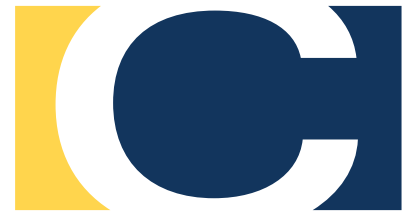


Eye Catching Boards

Our distinctive boards stand out well and are easily recognisable across Milton Keynes.

You wouldn't think being a landlord is this easy,
but with Cauldwell – it is.





What happens once a tenant is found?

Our ARLA trained staff will contact you once any tenant has made an offer to rent your property and upon your instruction we will process the application with our referencing company to check their credentials.

Referencing

Once a tenant has been agreed (subject to contract) they will undergo a strict assessment procedure including a right to rent check. Our referencing company will provide a background financial check, previous landlords and employers reference (if applicable) to ascertain the credibility of any future tenants. Upon a successful application we can purchase a Rent and Legal Protection Cover through us (if required) and note you as having an "interest in" this policy. Having an interest in this policy means that you may be able to benefit should a successful claim be made.

Tenancy agreement

If required we will prepare a tenancy agreement on your behalf. Our Tenancy Agreement has been specifically drawn up to take account of the latest legislation and to protect your interest. Our agreement will include such clauses as "non-smoking" and in certain circumstances can be amended to suit any mortgage lender required clauses. A copy of the tenancy agreement will be sent to you for your signature.

Inventory & schedule of condition

If required we will arrange a professional inventory and schedule of condition prior to the beginning of your tenancy start date. A professional inventory will note the contents and condition of your property at the start of the tenancy with back up photos. This is required as essential evidence in proving any damage or similar claim against the tenants deposit at the end of the tenancy.

Who is responsible for maintenance?

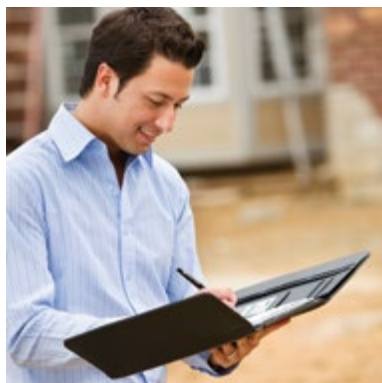
The standards of repair are set out in Section 11 of the Landlord and Tenancy Act 1985. The landlord is responsible to keep the structure and exterior of the property in repair, the installations in the property for supply of the gas, electricity and sanitation in repair and working order. The landlord has a further responsibility to keep the installations for heating water and heating the premises in repair and working order. The landlords are not expected to repair any items that a tenant has broken due to negligence (being careless) or misuse, or if the tenant has not kept the property in a "tenant like manner". Any items within the property that form part of the tenancy agreement fall within the landlord's responsibility. We have a large local contractor database and our dedicated maintenance department can arrange any maintenance works required.

Maintenance Reporting Software

As part of our management service we supply your tenants with a state of the art maintenance reporting software known as Fixflo – The Fixflo software provides your tenants the ability to immediately report all maintenance to us accurately along with pictures and also provides the tenants helpful guides and videos to reduce maintenance enquires.

Fixflo





What other responsibilities do I have?

As a landlord you have a legal obligation to ensure that your property is safe. If your property is served by gas, you must have a valid landlord's Gas Safety Certificate. The Gas Safety Certificate will last for twelve months and will be renewable every 12 months while a tenant is still living at your home, we can arrange this for you if you wish. Additionally you must ensure that all electrical fittings and appliances are safe. Trading standards have produced a useful leaflet giving guidance on this matter. This leaflet also gives you guidance on the standards that any furniture you decide to leave in your property must meet. As a general guide the law states that:

Homes Fit For Human Habitation Act

Known as the Homes Act 2018, landlords and letting agents acting on their behalf must ensure properties, including common parts where they have an estate or interest, are fit for human habitation at the beginning and throughout the duration of a tenancy. Tenants will now be able to take direct legal action if their agent or landlord does not comply with the Act.

Gas appliances & installations

Under the Gas Safety (installations and use) Regulations 1994 as amended in 1996, Landlords are required by law to meet certain requirements with regard to installed gas appliances. ALL gas appliances should be regularly maintained to ensure that they run safely and efficiently and, where the property is rented, a Landlord's Gas Safety Certificate must be held. A Gas Safety Certificate can only be issued by a Gas Safe Registered engineer. It must show all appliances and installations are safe and passed the checks. The penalties for failing to comply with these regulations are severe, and could result in prison sentence.

We will not move a tenant into the property without a valid Landlords Gas Safety Certificate on file.

Energy performance certificate (EPC)

From the 1st October 2008, all rental properties are required by law to have a valid EPC with a minimum rating of an 'E' before being put onto the market. From 9th January 2013, all sales or letting advertisements in the commercial media will be required to accommodate the EPC rating. The EPC will last for up to 10 years and is then renewable. We can arrange an EPC for you if required, subject to additional payment.

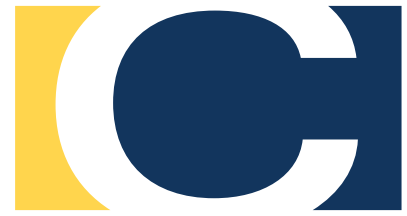


Minimum Energy Efficiency Standards

From April 2018 the Minimum Energy Efficiency Standard required landlords to ensure their property meets a minimum EPC rating of an 'E' for domestic private rented properties. The Regulations require all landlords that are let on specific types of tenancy agreements and are legally required to have an Energy Performance Certificate (EPC) to ensure their property meets the minimum standard before it is rented. Further guidance can be found at: <https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>

Right To Rent Immigration Checks

Under Section 22 of the Immigration Act 2014 a landlord must not authorise an adult to occupy property as their only or main home under a residential tenancy agreement unless the adult is a British citizen, or European Economic Area (EEA) or Swiss national, or has a Right to Rent in the UK. The law introduces a requirement from 1 February 2016 for all landlords of private rental accommodation in England to carry out Right to Rent checks for new tenancy agreements to determine whether occupiers aged 18 and over have the right to live in the UK legally.



The Electrical Safety Standards Regulations 2020

The law ensures a private landlord who grants or intends to grant a specified tenancy must ensure that the electrical safety standards are met during any period when the residential premises are occupied under a specified tenancy, ensure every electrical installation in the residential premises is inspected and tested at regular intervals (usually every 5 years) by a qualified person; and ensure the first inspection and testing is carried out before the tenancy commences.

Installation of smoke & Carbon Monoxide Alarms

On 27 June 2022, the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 were approved by Parliament and mean that from 1 October 2022 private rented sector and social rented sector landlords in England must ensure:

- At least one working smoke alarm is equipped on each storey of their homes where there is a room used as living accommodation.
- A carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding any room where there is only a gas cooker).
- Smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty.

Buildings & contents insurance

It is the responsibility of the landlord to arrange landlords buildings and contents insurance. You must ensure your policy is a specific LANDLORDS POLICY and you must also ensure your policy includes Public Liability Cover (this may be only included on a contents policy). The tenants are responsible to insure their own personal belongings.

Renter Rights Act 2025

The Renters' Rights Act came into force in England in May 2026, this overhauled the private rented sector. It abolished "no-fault" (Section 21) evictions, eliminated fixed-term contracts in favor of open-ended rolling tenancies, and institutes stricter rules against bidding wars, upfront rent demands, and discrimination.

Furniture & furnishings

Since 1st January 1997, all landlords are required to ensure that any upholstered furniture complies with the Fire and Furnishings Regulations 1988. In short this means all sofas, chairs, beds (including mattresses and bases), cushions and pillows must have a permanent label attached confirming that they comply. Carpets, curtains, duvets and covers, pillowcases and cushion covers ARE NOT COVERED by this regulation. Look for a permanent label. If in doubt the furniture should be removed. Failure to comply could result in a £5,000 fine and/or six months in prison. PLEASE NOTE YOU ARE NOT PERMITTED TO STORE ANY FURNITURE ON ANY PART OF THE PROPERTY IF IT DOES NOT COMPLY, EVEN IF THE TENANT WILL NOT BE USING IT.

Landlord overseas tax & tax liabilities

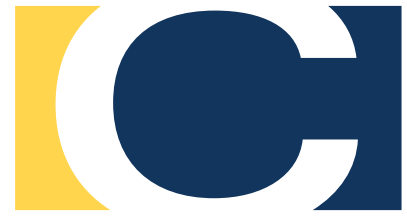
A landlord is considered an overseas landlord for tax purposes if they are out of the country for more than six months in any tax year. Landlords are obliged to pay tax if it is due and must declare their income whether or not they are a resident in this country. If you are living abroad, you must apply for a Tax Exempt Certificate from the tax office (NRL1 Form), you can contact the tax office on 0151 4726208 or log onto HMRC.GOV.UK. Our tax reference number required on your NRL1 form is NA037588, if we do not hold this certificate on file we will have to withhold 20% of the net rental income every calendar month and make a payment to HMRC on a quarterly basis on your behalf (a charge may be applicable). If you are not an overseas landlord we strongly advise that you consult an accountant with regards to any tax liability you may incur and any allowable expenses whilst renting your home.

Legionella bacteria control

All Duty Holders must comply with the law to take adequate steps to prevent the risk of anyone contracting Legionnaires Disease. They must identify and assess sources of risk, prevent the risk, put in place appropriate measures to control and manage such risks. They must inform occupiers, including Tenants of risks identified and provide guidance in the safe use and management of their water. HSE will enforce and prosecute those found breaking the law and non compliant.

You can relax knowing you're in safe hands with
Cauldwell as every detail is covered.





Do I need permission to rent my property?

If your property is subject to a mortgage or a leasehold property you must seek permission from your mortgage lender and/or your freeholder prior to letting your property. If this is done in advance, it is not usually refused. You may also need to seek permission from any other interested parties. This may include any organisation that you pay ground rent to. If you have any mortgage arrears you must make us aware as we cannot rent out your home until any arrears are paid up to date.

Deposit Protection Scheme

Cauldwell are members of the Deposit Protection Service to legally protect our tenants deposits. An amount of five weeks rent will usually be taken as a deposit on the day the tenants are due to move into your property. Where required the deposit will be protected by the Deposit Protection Services in accordance with the terms and conditions of the DPS (managed property only). The terms and conditions and ADR rules governing the protection of the deposit including the repayment process can be found at www.depositprotection.com. If you are managing the property yourself, you must by law become a member of a tenancy deposit scheme to store the tenants deposit money.



When will my rent be paid?

Rents are normally collected monthly by standing order on the day of the commencement of the initial tenancy, the balance of which we endeavour to pass to you minus any deductions within 5 working days of it clearing in our account, taking into consideration any bank holidays, weekends and bank transfer times (managed only).

What if the tenants do not pay their rent?

Cauldwell will take every step to ensure that our tenants are suitable for your property. Unfortunately, on rare occasions, problems do occur and rent may be delayed. Until monies are received we are unpayable to pay you. In this event we will contact the tenants and pursue recovery. In most cases non-payment is due to an oversight on behalf of the tenant and is rectified immediately. On very rare occasions it is due to other financial difficulties. We strongly advise all landlords to take advantage of our RENT & LEGAL EXPENSES COVER, as agents we will purchase a rent recovery product and you will have an 'interest in' the policy as the homeowner. This way ensures we can claim on your behalf and deal with all the administration required.

Who pays the bills?

During any period that the property is vacant, the payment of standing charges for utilities and council tax are the responsibility of the landlord. Once a tenant is secured we will inform the council tax and Anglian Water of the move in details in order that the correct billing is provided to you. If we have carried out the inventory we will read the meters and add the readings to that document for your perusal and so you can cancel your gas and electricity bills. Please be aware that we cannot be held responsible in the event of the tenant changing suppliers of a utility company.





How long can I rent my property for?

From May 2026, all tenancies now start as periodic monthly tenancies and continue to be periodic tenancies throughout the tenancy term. We will contact you annually to see if the rent requires an increase, rental increases can only take place once per year and must not exceed the market value.

Property inspections

If your property is managed by ourselves we will inspect your home every three months for the first two years of the same tenancy and then every six months thereafter. A report will be sent to you of the general condition. Please note property inspections are a general look around the property without invading the tenants privacy i.e. we will not look in wardrobes, cupboards or under rugs etc.

What happens if the tenant has a pet?

Due to the Tenant Fee Act 2019 you are no longer allowed to take an extra deposit or indeed a fee for a tenant having a pet. Under the Renters Rights Act 2025 you cannot unreasonably refuse a tenants request for a pet. If you refuse, you must inform the tenant in writing, and should tell them the reason why. You will need to consider each request on a case-by-case basis. The tenant can challenge the landlord's decision in court.

What happens if I require my property back?

Once the tenancy commences you will need a legal reason to gain possession of your property. These reasons are called grounds for possession under a Section 8 Notice which we can serve on your behalf. In summary, some of the main reasons you may legally seek to evict your tenants are: If your tenant has not paid their rent on time, If the tenant, others living with them, or their visitors commit antisocial behaviour in or near the property, If the tenant, or others living with them, do not care for the property properly and If your tenancy was for certain purposes, for example it was connected to their employment, or was for temporary or supported accommodation. In some circumstances, you cannot provide notice under some grounds for the first 12 months of a tenancy, these are: If you intend to sell the property or If you or your family members want to move into the property. You will need to give your tenant a Section 8 Notice of seeking possession, using one or more of the grounds for possession.

New regulations for Landlords from 2026

- Up-front rental payments are now banned
- No more offers over market price.
- Landlords must become a member of the Private Rented Sector Database - a new mandatory national register for landlords and rental properties in England due to come into play by end of 2026. The purpose of this is for landlords to have a single digital portal to access guidance, update information, and prove regulatory compliance and for tenants to make informed decisions by verifying ownership and reviewing property standards before signing a tenancy. This database will also help local housing authorities identify rogue operators and target enforcement efficiently.

Private Rental Sector Ombudsman - The government is introducing a new Private Rented Sector Landlord Ombudsman Service, which will be mandatory for nearly all private landlords to join. This service will investigate private tenants' complaints about their landlord's actions or behaviours, including complaints about standards and repairs. This is expected to go live in 2028.



How do I proceed?

To have your property placed on the market, simply call:

01908 304480

or email: info@cauldwellproperty.co.uk

An experienced member of our team will then visit your property and discuss your requirements, and offer advice on the market value of your home. There is no obligation and there is no charge, we can place your property on the market the same day if required as long as you are in receipt of an energy performance certificate or have instructed for one to be carried out.

Landlord Fee List

Cauldwell Property Services LTD are members of a Client Money Protection Insurance through ARLA PropertyMark of which we are a Licenced Member and offer independent redress through the Property Ombudsman Scheme. Please find below our fee structure offered on a no let - no fee basis.



Services Included	Gold Tier (Property Management) 10% (12% inc VAT) [■] Initial set up fee £420 inc VAT	Silver Tier (Rent Collection Only) 8% (9.6% inc VAT) [■]	Bronze Tier (Tenant Introduction) 50% (60% inc VAT) [◆] Minimum fee of £660 inc VAT
Market Appraisal			
Property Marketing including Professional Photography			
Advice on Statutory Obligations			
Conduct viewings with email confirmations			
Rent collection with Statement			N/A
Tenant Referencing including right to rent			
Prepare and Execute the Tenancy Agreements			
Register and Protect Tenant's Deposit			
Arrange Professional Inventory			
Check in of Tenant			
Arrange Property Maintenance			
Checkout of Property			
Provide Property Inspection			

Service provided

Landlord to arrange

■ Payments per calendar month based on agreed monthly rent
◆ Single payment based on agreed monthly rent

*Subject to additional payment

Fee list for Gold, Silver and Bronze Service

(All prices below include VAT @ 20%)

Description Of Fees (All Tiers)	Cost	Description Of Fees (All Tiers)	Cost
Initial Set Up Fee (Includes tenancy agreement, tenant referencing, inventory, right to rent check, anti-money laundering check, check in, check out and deposit protection) (Gold only)	£420.00	Annual HMRC return (NRL6)	£90.00
On-going Set Up Fee (Gold only)	£360.00	Land Registry Check per property	£12.00
Tenancy Agreements (per agreement)	£120.00	Extra Property Visit (cost per visit)	£60.00
Drawing up and serving a Section 13 Rent Increase Notice	£120.00	Damage & Dilapidation Disbursement	£300.00
Tenant referencing (per tenant, including right to rent & AML check)	£60.00	Attendance at Court per day or part thereof	£420.00
Check in of Tenant	From £60.00	Abortive Costs (not applicable for failed referencing)	£540.00
Professional Inventory	£180.00	Project Management (Cost based on the total cost of the work)	12%
Deposit Protection and Registration / Transfer	£60.00	Arrangement of maintenance works	£60.00 + 12% of the cost of the work
Deposit Resolution Service (First Hour)	£60.00	Administration fee and/or hourly rate	£60
Deposit Resolution Service (per hour after)	£36.00	Administering a Section 8 Notice	£240
Checkout of Tenant	From £180.00	Vacant Management Service (Monthly cost, based on whichever is greater)	£60.00 or 7.2% of the previous monthly rent
HMRC Quarterly Tax Return (non-resident landlords)	£60.00		

Additional Services

(All prices below include VAT @ 20%)

Description Of Fees	Cost	Description Of Fees	Cost
Gas Safety Certificate (12 month certificate)	from £66.00	Energy Performance Certificate (EPC – 10 Year Certificate)	from £108.00
Electrical Installation Condition Report (EICR - 5 Year Certificate)	from £180.00	Rental Guarantee and Legal Expenses Warranty	Gold & Silver Properties from £48 pcm (cancel anytime) Bronze Properties from £600 pa
Legionnaire Risk Assessment (valid for two years or change of tenancy)	from £82.80		



Forward thinking...

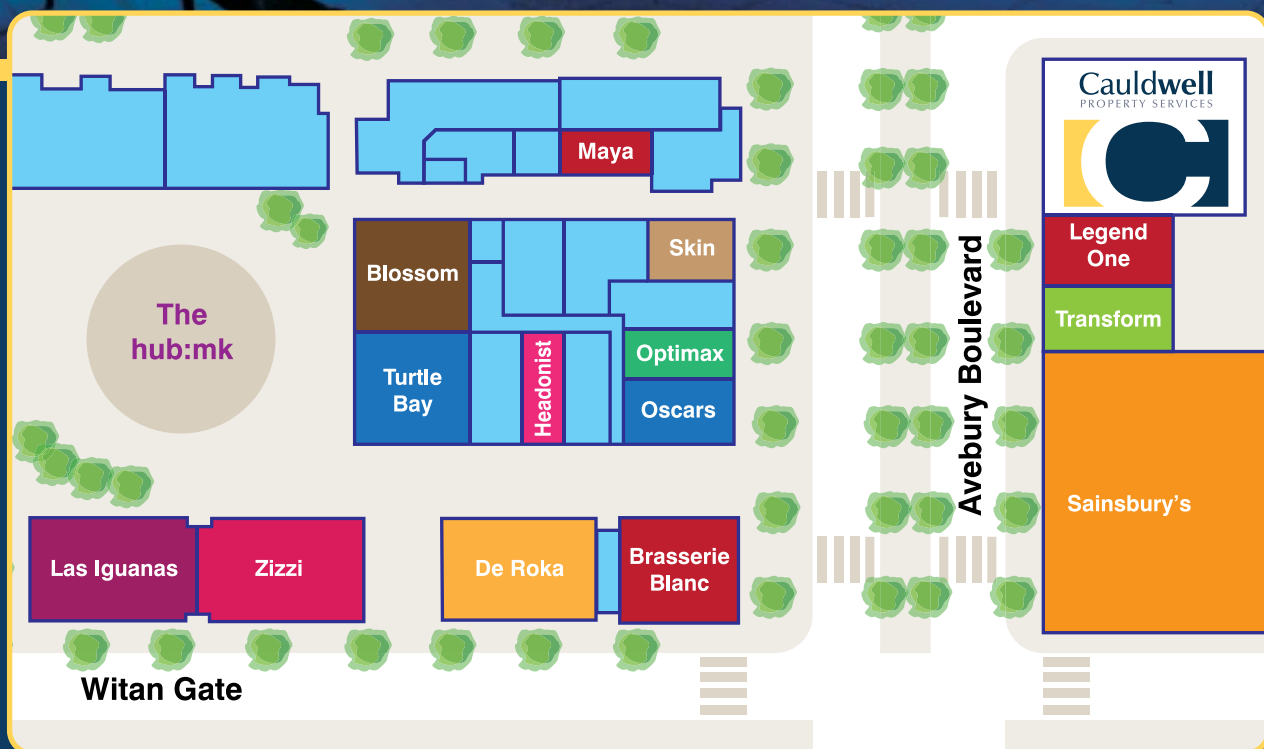
Value your home in 60 seconds or less at: www.cauldwellproperty.co.uk

The Vizion, 350 Avebury Boulevard, Central Milton Keynes MK9 2JH

Lettings: 01908 304480 • Fax: 01908 304489

info@cauldwellproperty.co.uk • www.cauldwellproperty.co.uk





Sales & Lettings: 01908 304480
 email: info@cauldwellproperty.co.uk
www.cauldwellproperty.co.uk

The Vizion, 350 Avebury Boulevard, Central Milton Keynes MK9 2JH

Open 7 days a week:

- Weekdays 9.00am - 18.00pm
- Saturday 9.00am - 17:00pm
- Sunday (sales only) 11.00am - 15:00pm
- Bank Holidays - Hours can vary