La Casa Property Services

admin@lacasauk.com 020 8297 4877 62 Springbank Road, SE13 6SN

Rent Collection Service

For properties that require a selective licence or are not subject to licensing.

Service includes

Detailed Property Valuation
An expert, in-person market assessment to optimize your property's rental yield.

Multi-Portal Advertising
Premium marketing across our website, Zoopla, and OnTheMarket for maximum exposure.

Accompanied Viewings
Professional, agent-led viewings hosted on your behalf with prompt landlord feedback.

Tenant Sourcing
Active pre-screening and matching to secure high-quality tenants for your property.

Full Reference Reports
Exhaustive independent credit, employment, and previous landlord background checks.

Tenancy Agreement Prep
Drafting and execution of legally binding AST contracts and compliance paperwork.

Rent & Legal Guarantee
Complete peace of mind with full rental income and legal expenses cover for the first year.

Deposit Registration
Legally compliant registration with a government-approved scheme and statutory notices.
Subject to the landlord arranging a professional inventory check-in & check-out report.

Compliance Reminders
Proactive automated tracking and alerts for mandatory Gas Safety, EICR, and EPC renewals.

There will be a upfront set up fee of £1,350.00 (Inc VAT)

Monthly rent deduction – 10% (Inc of VAT)

(Example: If total rent amount is £1,000.00 then 10% of the rent total will be = £100.00 Inclusive of VAT)

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Management Service

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Accompanied Viewings
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Tenant Sourcing
Active pre-screening and matching to secure high-quality tenants for your property.

Full Reference Reports
Exhaustive independent credit, employment, and previous landlord background checks.

Tenancy Agreement Prep
Drafting and execution of legally binding AST contracts and compliance paperwork.

Rent & Legal Guarantee
Complete peace of mind with full rental income and legal expenses cover for the first year.

Deposit Registration
Legally compliant registration with a government-approved scheme and statutory notices.

Compliance Reminders
Proactive automated tracking and alerts for mandatory Gas Safety, EICR, and EPC renewals.

Schedule of Condition & Check-In
A detailed photographic and written report protecting your property's condition at move-in.

Routine Property Inspections
Two comprehensive, photographic safety and maintenance inspections carried out per annum.

There will be a upfront set up fee of £1,600.00 (Inc VAT)

Monthly rent deduction – 12% (Inc of VAT)

(Example: If total rent amount is £1,000.00 then 12% of the rent total will be = £120.00 Inclusive of VAT)

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Fully Comprehensive Management Service

For properties that require a selective licence or are not subject to licensing.

Service includes

✓ **Detailed Property Valuation**
An expert, in-person market assessment to optimize your property's rental yield.

✓ **Multi-Portal Advertising**
Premium marketing across our website, Zoopla, and OnTheMarket for maximum exposure.

✓ **Accompanied Viewings**
Professional, agent-led viewings hosted on your behalf with prompt landlord feedback.

✓ **Tenant Sourcing**
Active pre-screening and matching to secure high-quality tenants for your property.

✓ **Full Reference Reports**
Exhaustive independent credit, employment, and previous landlord background checks.

✓ **Tenancy Agreement Prep**
Drafting and execution of legally binding AST contracts and compliance paperwork.

✓ **Rent & Legal Guarantee**
Complete peace of mind with full rental income and legal expenses cover inclusive for the duration of the tenancy.

✓ **Deposit Registration**
Legally compliant registration with a government-approved scheme and statutory notices.

✓ **Compliance Reminders**
Proactive automated tracking and alerts for mandatory Gas Safety, EICR, and EPC renewals.

✓ **Schedule of Condition & Check-In**
A detailed photographic and written report protecting your property's condition at move-in.

✓ **Routine Property Inspections**
Two comprehensive, photographic safety and maintenance inspections carried out per annum.

(There is a minimum term of 12 months that applies to all the services included)

No upfront set up fee - Monthly rent deduction – 22% (Inc of VAT)

(Example: If total rent amount is £1,000.00 then 22% of the rent total will be = £220.00 Inclusive of VAT)

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Tenant Finding Service

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✓ **Accompanied Viewings**
Professional, agent-led viewings hosted on your behalf with prompt landlord feedback.

✓ **Tenant Sourcing**
Active pre-screening and matching to secure high-quality tenants for your property.

✓ **Full Reference Reports**
Exhaustive independent credit, employment, and previous landlord background checks.

✓ **Tenancy Agreement Prep**
Drafting and execution of legally binding AST contracts and compliance paperwork.

✓ **Initial Funds Collection**
Secure collection of the first advance rental payment and the security deposit prior to move-in.

All prices include VAT

Bedrooms	Price
1 bedroom / Studio	£1350
2 bedrooms	£1650
3 bedrooms	£1950
4 bedrooms	£2200
5 bedrooms	£2500

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Additional Fees & Charges

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Gas Safety Certificate **£150.00**	**Energy Performance Certificate (EPC)** **£96.00**
Comprehensive Landlord Gas Safety Certification (CP12) & Annual Boiler service **£225.00**	**Floor plan** **£95.00**
Registration of Security Deposit Register deposit with a Government scheme; provide Certificate and Prescribed Information within 30 days. **£40.00**	**Landlord Withdrawal Fees (Before move-in)** Covers marketing, advertising, and tenancy setup costs should the landlord withdraw before the tenancy begins. **£120.00**
Legionella Risk Assessment & Certificate **Portable Appliance Testing (PAT)** **Please contact office for contractor quotation**	**Installing Smoke Alarms** **Electrical Installation Condition Report** **Please contact office for contractor quotation**

Check – in & inventory report fees	
1 bedroom / Studio	£275
2 bedrooms	£300
3 bedrooms	£350
4 bedrooms	£425
5 bedrooms	£475

Check - out & inventory report fee	
1 bedroom / Studio	£275
2 bedrooms	£300
3 bedrooms	£350
4 bedrooms	£425
5 bedrooms	£475

All check-in & check-out inventory reports includes:

- ✓ Attending the property to meet the tenant/s.
- ✓ Highlight the location of utility meters & record the meters readings.
- ✓ Confirm the Inventory and Schedule of Condition.
- ✓ Check all smoke alarms & carbon monoxide detectors are present & are in working order.

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Additional Fees & Charges

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Additional Inspection Checks & Vacant Property checks Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property **£250.00 per visit**	**New Tenancy Agreement** Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement. **£300.00 per tenancy**
Tenancy Dispute Fee The costs associated with the preparation of all evidence and submitting the case to the tenancy deposit scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit. **£150.00**	**Referencing for existing Tenancies** Referencing the new tenant/s and guarantor/s entering an existing tenancy. **£70.00 per Tenant** **£70.00 per Guarantor**
Guarantor Agreement Prepare, amending and arranging for the signing of a guarantor agreement. **£150.00**	**Pet Agreement** Prepare, amending and arranging for the signing of a pet agreement. **£100.00**

Annual Rent Guarantee & legal Cover

Cover up to monthly rent amounts	Annual cost All prices include VAT
£1,250 rent	£475.00
£2,500 rent	£525.00
£3,750 rent	£650.00
£5,000 rent*	£795.00

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Additional Fees & Charges

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Management Take-Over Fees To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, confirming everything under "Set-up Fees" above, receiving and protecting the security deposit and providing all necessary legal documentation to the tenant. **£350.00**	**Co-ordination of Works** Arranging access and assessing the costs with any contractor's, ensuring work has been carried out in accordance with the Specification of Works and retaining any resulting warranty or guarantee. Fully Managed service only. **12% of invoice cost** **(Example of calculation: If invoice cost amount is £300.00 then 12% of total cost = £60.00)**
Submission of Non-Resident Landlord receipt to HMRC To remit and balance the financial Return to HMRC on both a quarterly and annual basis. **£50.00 quarterly**	**Obtaining two contractor quotes** For all services **£60.00**
Additional HMRC Reporting Fees Responding to any specific queries relation to either the quarterly or annual Return from either the landlord or HMRC **£100.00**	**Deposit Transfer Fees** Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request. **£90.00**
Giving access to the property & supervise any individual/s & contractor/s Should the landlord request for La Casa to attend the property and give access to any individual/s and contractor/s that wish to attend the property. **£30.00 per hour**	**Assistance with obtaining property council licenses in designated areas** **Please contact office for further information**
Court Attendance Fees **£150.00 per hour**	**Redirection of mail** **Cost of postage (No VAT)**