



coppenwall
estate agents

Coppenwall Estate Agents
Kingfisher Business Centre
Burnley Road
Rawtenstall
Rossendale
BB4 8EQ

LANDLORD FEES

	FULLY MANAGED	TENANT FIND
Tenant Find + Paperwork	£594 (£495 + VAT)	One Month's Rent inc. VAT
Property Take-Over	£300 (£360 + VAT)	N/A
Property Marketing on Rightmove & Zoopla	Included	Included
Erecting a Board	Included	Included
Undertaking viewings	Included	Included
Rental Figure Negotiation	Included	Included
Tenant Referencing	Included	Included
Right to Rent Checks	Included	Included
Signed Tenancy Agreement	Included	Included
Updating Utility Providers of New Occupier	Included	Included
Registering Security Deposit & Providing Prescribed Information	Included	Included
Non Routine Managed Service (Fire / Flood etc.)	£15.60 per hour (£13/h + VAT)	£15.60 per hour (£13/h + VAT)
Additional Right to Rent Check	Included	£36 (£30 + VAT)
Deposit Dispute Fee	Included	£120 (£100 + VAT)
Unfurnished Inventory	£120 (£100 + VAT)	£120 (£100 + VAT)
Periodic Inspection	Included	£90 (£75 + VAT)
Check-Out Inspection	Included	£144 (£120 + VAT)
Additional Property Inspections	£36 (£30 + VAT)	£72 (£60 + VAT)
Abortive Visits	£60 (£50 + VAT)	£60 (£50 + VAT)



Coppenwall.com | 01706 489 140 | team@coppenwall.com
Kingfisher Business Centre, Burnley Road, Rawtenstall, Rossendale, BB4 8EQ
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Arranging Gas/Electrical Safety Certificate	Included	£36 (£30 + VAT)
Contractor Commission (Contractor to Pay)	12% (10% + VAT)	12% (10% + VAT)
Energy Performance Certificate	£120 (£100 + VAT)	£120 (£100 + VAT)
Issuing Section 21 Notice to Tenant	£60 (£50 + VAT)	£180 (£150 + VAT)
Rent Review	Included	£30 (£25 + VAT)
Tenancy Renewal Documentation	£60 (£50 + VAT)	£60 (£50 + VAT)
Duplicate Statement	£6 (£5 + VAT)	£6 (£5 + VAT)
Contractor Access with Agent	1st hour £60 (£50 + VAT), £30 (£25 + VAT) for every additional hour we attend	1st hour £60 (£50 + VAT), £30 (£25 + VAT) for every additional hour we attend
Key Cutting Service	£5 (£4.17 + VAT), plus cost of keys	£5 (£4.17 + VAT), plus cost of keys
Annual Income & Expense Report (per tax year)	£36 (£30 + VAT)	£36 (£30 + VAT)
Quarterly Submission of Non-Resident Landlords to HMRC	£30 (£25 + VAT)	£30 (£25 + VAT)
Annual Submission of Non-Resident Landlord to HMRC.	£60 (£50 + VAT)	£60 (£50 + VAT)

TENANT FEES

Contract Changes (Variation / Change of Occupiers)	£50 (£41.67 + VAT)
Lost Keys	£5 (£4.17 + VAT), plus cost of keys
Unpaid Rent (After 14 days)	Interest at 3% above Bank of England base rate
Early Termination of Tenancy	Equivalent to rent (subject to agreement) lost due to void period



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propertymark

**CLIENT MONEY PROTECTION
CERTIFICATE**

Should a Propertymark Protected agent go into administration or misuse your rent, deposit or other funds, Propertymark will reimburse you whether you are a landlord or a tenant.

This certificate confirms your money is protected by the Propertymark Client Money Protection Scheme and that you can claim back money lost in the event of your letting agent going into administration or misusing your funds.

Your Propertymark Protection

Details of your agent

Coppenwall Limited

Trading as

Coppenwall Estate Agents

Scheme Reference number

C0137917

is a member of Propertymark Client Money Protection Scheme
Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG

HOW TO CLAIM
Simply go to propertymark.co.uk/complaints/client-money-protection/ and complete the CMP application form.
We need to receive your application within 12 months of us being notified that a misappropriation has occurred.

You do not need to prove fraud. You only need to provide supporting evidence that you have not received the money you were legally entitled to, this may be in the form of your tenancy agreement or deposit protection certificate along with bank statements.

Your money is protected throughout the time that your agency is a member of the Propertymark Client Money Protection Scheme. If your agent leaves the scheme, they are required by law to notify you. All agents managing properties in England, Scotland or Wales are legally required to belong to a Government approved Client Money Protection scheme at all times and details of the scheme must be publicly available. If you discover at a later date that money has gone missing during the period of their membership of the scheme, you will still be covered even if they have subsequently left the scheme.

Unfortunately, we cannot make payments for any loss arising from war (whether foreign or civil), terrorism, rebellion, revolution, military uprising or any form of confiscation by the state.

Propertymark, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG



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