



Coppenwall Lettings Limited
Kingfisher Business Centre
Burnley Road
Rawtenstall
Rossendale
BB4 8EQ

LANDLORD FEES

No VAT payable on any Coppenwall Lettings Limited fees

Service	FULLY MANAGED	RENT COLLECTION	TENANT FIND
Set Up Fee	£500	£360	One Month's Rent (minimum £594)
Monthly Management Fee	13%	10%	N/A
Management Takeover - Mid-Tenancy	£200	£200	£200
Property Marketing (including major property portals)	Included	Included	Included
To Let Board	Included	Included	Included
Accompanied Viewings	Included	Included	Included
Rental Valuation & Advice	Included	Included	Included
Tenant Referencing	Included	Included	Included
Right to Rent Checks	Included	Included	Included
Preparation of Tenancy Agreement & Associated Documentation	Included	Included	Included
Utility Notification Service	Included	Included	Included
Security Deposit Registration & Prescribed Information	Included	Included	Included
Exceptional Property Management (Fire, Flood, Insurance Claims etc.)	£15.60 per hour	£15.60 per hour	£15.60 per hour
Deposit Dispute Administration (where Coppenwall Lettings Limited has protected the deposit)	£120	£120	£120
Unfurnished Inventory Report	From £120	From £120	From £120
Furnished Inventory Report	From £150	From £150	From £150
Combined Inventory & Check In (Unfurnished)	From £180	From £180	From £180
Combined Inventory & Check In (Furnished)	From £200	From £200	From £200
Unfurnished Check Out	£100	£100	£100
Furnished Check Out	£120	£120	£120
Interim / Additional Property Inspection	Two routine property inspections per annum included. Additional inspections £60 each.	£100	£100
Abortive Visit	£60	£60	£60



Coppenwall.com/lettings | 01706 489 140 | lettings@coppenwall.com
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Company - Coppenwall Lettings Limited | Company Number: 16959612



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Compliance Certificate Administration (Gas Safety / EICR / other statutory compliance certificates)	Included	£36	£36
Energy Performance Certificate (EPC)	From £110	From £110	From £110
Legionella Risk Assessment	£100	£100	£100
Smoke Alarm Supply & Installation	£60	£60	£60
Carbon Monoxide Detector Supply & Installation	£60	£60	£60
Statutory Notice Preparation & Service (and any successor legislation)	£60	£180	£180
Statutory Rent Review	Included	£30	£30
Landlord Documentation Amendment	£60	£60	£60
Property Access & Contractor Attendance	First hour £60, then £30 per additional hour	First hour £60, then £30 per additional hour	First hour £60, then £30 per additional hour
Key Cutting Service	£10 plus cost of keys	£10 plus cost of keys	£10 plus cost of keys
Annual Income & Expenditure Statement	Included	£37.50	£75
Quarterly Non-Resident Landlord HMRC Submission	£30	£30	£30
Annual Non-Resident Landlord HMRC Submission	£60	£60	£60

- Coppenwall Lettings Limited is not registered for Value Added Tax (VAT). All fees shown are the total amount payable and no VAT is chargeable or will be added.
- Services shown as Included are included within the relevant management package and are not charged separately.
- Fees shown as "From" are subject to property size, specification and any applicable third-party contractor charges.
- Fully Managed properties include two routine property inspections per annum. Additional inspections requested by the landlord or required due to exceptional circumstances will be charged at the stated rate.
- Where a fee is charged on a per hour basis, time will be calculated in 15-minute increments after the first hour.
- All fees become payable when the relevant service is instructed or carried out unless otherwise agreed in writing.
- Unless otherwise stated, fees shown relate to Coppenwall Lettings Limited's administration or arrangement of the service only and do not include any third-party contractor, engineer or certification costs.
- This schedule forms part of the Terms of Business. Coppenwall Lettings Limited reserves the right to amend its fees and charges by providing reasonable notice.



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Agents: You must provide this document to your landlords and tenants. This document does not need to be displayed in your office or on your website.



DETAILS OF YOUR AGENT

C0142095

Coppinwall Lettings Limited

Trading as Coppinwall Lettings Limited

Security Certificate



The Client Money Protection (CMP) Security Certificate confirms your money is protected by the Propertymark CMP scheme and that you can claim back money lost in the event of the CMP scheme member goes into liquidation or misuses your funds.

HOW TO CLAIM

Simply go to the Propertymark website and complete the CMP application form (see link below).

You must submit your application within 12 months of us being notified that a misappropriation has occurred. This information can also be found using the link provided.

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. Evidence may be in the form of your tenancy agreement or deposit protection certificate alongside relevant bank statements.

Your money is protected for the duration that your agency belongs to the Propertymark CMP 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—details of the scheme must be publicly available in offices and on websites.

If you discover at a later date that money has gone missing within the period they belonged to the CMP 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. Visit the Propertymark website for a full list of exclusions.

CMP RULES AND APPLICATION FORM



Visit the Propertymark website for more information on the rules that govern our CMP scheme and to download an application form: www.propertymark.co.uk/cmp-application

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



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Client Money Protection

This is to certify that

Coppinwall Lettings Limited

trading as

Coppinwall Lettings Limited

is part of the Propertymark Client Money Protection (CMP) scheme.
Should a CMP scheme member go into liquidation or misuse your rent,
deposit or other funds, Propertymark will reimburse you.

Company Number: C0142095
Valid to: 30 June 2027



MORE INFORMATION
Propertymark will reimburse tenants and landlords
up to £15 million per year with a maximum award
of £50,000 per individual claim. Full exclusions
and limitations of the scheme can be found at:
www.propertymark.co.uk/cmp-applications



Nathan Emerson, CEO Propertymark

propertymark





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