

# COLES GROUP



## VALUERS, LETTING & ESTATE AGENTS

### Letting Services Guide

At Coles Group, we pride ourselves on delivering a personal, professional letting service tailored to each landlord we work with. As a truly independent business, your property is never just another number — your investment and your goals genuinely matter to us. We take the time to understand your needs, offering clear advice, proactive communication, and a hands-on approach that larger, corporate agents often can't match. Whether you require tenant sourcing or full property management, our focus is always on maximising your return while protecting your asset with care and attention to detail.



LET ONLY	RENT COLLECT	MANAGED
Best for landlords who want us to find and set up a suitable tenant, then manage the tenancy themselves.	Includes tenant setup plus ongoing rent collection, statements and arrears support.	Our most complete service, designed for landlords who want day-to-day management handled for them.

VAT is payable at the prevailing rate and is excluded from the prices stated. If VAT changes, the price charged will change accordingly.

Service	Let Only	Rent Collect	Managed
Standard Fees	1 Month Rent	11.4%	10%
Landlord Admin Set up Fee	1 Month Rent	£600	£400



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## Service & Fee Overview

### Marketing & Tenant Set-Up

Service	Let Only	Rent Collect	Managed
Rental Appraisal	Included	Included	Included
Marketing (Rightmove, Zoopla, etc.)	Included	Included	Included
Accompanied Viewings	Included	Included	Included
References & Credit Checks	Included	Included	Included
Collect Rent & Deposit	Included	Included	Included
Inventory & Schedule	£150	£150	Included
Annual Deposit Registration	£40	£40	£40

### Ongoing Tenancy

Service	Let Only	Rent Collect	Managed
Receive Rent (BACS)	N/A	Included	Included
Monthly Statements	N/A	Included	Included
Property Inspections	£72	£72	Included
Rent Review (Section 13 Notice)	£180	£180	£80
Additional Property Inspection	£60	£60	£60

### Compliance & Safety

Service	Let Only	Rent Collect	Managed
Gas Safety Certificate	£72.80	£72.80	£72.80
Energy Performance Certificate	£100	£100	£80
Electrical Safety Inspection	£200	£200	£180
Legionella Risk Assessment	£48 + Cost	£48 + Cost	£48 + Cost
Gas Safety and Boiler Service	£105.00	£105.00	£105.00
Smoke / Carbon Monoxide Alarms	£60	£60	£60

## End of Tenancy & Legal

Service	Let Only	Rent Collect	Managed
Check-out (Inventory Clerk)	£60	Included	Included
Deposit Dispute Documents	N/A	£120	Included
Section 8 Notice	N/A	£100	£100

## Maintenance & Property Management

Service	Let Only	Rent Collect	Managed
Insurance Claims	N/A	12%	6%
Manage Works Orders	14%	14%	12%
Purchasing Items	£30 + Cost	£30 + Cost	Cost price
Vacant Property Visits	£60	£60	£60
Key Cutting	£20	£20	£20

## Other Charges

Service	Let Only	Rent Collect	Managed
Rental Guarantee per annum	£350	£350	£350
Sale of Property	1.0%	1.0%	1.0%
Abortive Let Fee	N/A	6 Weeks Severance	6 Weeks Severance
Anit Money Laundering and Sactions Check	£21.50	£21.50	£21.50

VAT is payable at the prevailing rate and is excluded from the prices stated. This guide is intended as a clear overview of Coles Group letting service options.



## Coles Group Referral Scheme

Coles Group operate a rewards scheme for landlords who refer new Landlords to us. If a new Landlord who you referred appoints Coles Group to fully manage their property, you will receive a £200 referral fee to say thank you upon the successful first letting of their property. This arrangement will be confirmed in writing at the time the introduction is made.

