

FEES TO: LANDLORDS

<http://caterham.martinco.com>

CLIENT MONEY
PROTECTION
(CMP) PROVIDED
BY: **NALS**

INDEPENDENT
REDRESS
PROVIDED BY:
TPOs



LEVEL OF SERVICE OFFERED:

Tenant find: 8% +VAT of rent (Inc VAT)	Rent collection: 10%+VAT of rent (Inc VAT)	Fully managed: 13.5%+VAT of rent (Inc VAT)
<p>Includes</p> <ul style="list-style-type: none"> • Collect and remit initial months' rent received • Agree collection of any shortfall and payment method • Provide tenant with method of payment • Deduct any pre-tenancy invoices • Make any HMRC deduction and provide tenant with the NRL8 (if relevant) 	<p>Includes</p> <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Deduct commission and other works • Arrangement payments from rental for statutory requirements • Pursue non-payment of rent and provide advice on rent arrears actions 	<p>Includes</p> <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Advise all relevant utility providers of changes • Undertake two inspection visits per annum and notify landlord of the outcome • Arrange routine repairs and instruct approved contractors (providing two quotes) • Hold keys throughout the tenancy term

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Setup Fee (Landlords Share): £0 (inc VAT)

- Agree the market rent and find a tenant in accordance with the landlord guidelines;
- Advise on refurbishment
- Provide guidance on compliance with statutory provisions and letting consents
- Carry out accompanied viewings (as appropriate)
- Market the property and advertise on relevant portals
- Erect board outside property in accordance with Town and Country Planning Act 1990
- Advise on non-resident tax status and HMRC (if relevant)

Inventory Fee (landlords share) £200

Dependent on the number of bedrooms and/or size of the property and outbuildings ...(continued)



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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Deposit Registration Fee: £60 (inc VAT)

- Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme
- Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

Additional property visits: £60 (inc VAT)

- To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit

Submission of non-resident landlords £60 (inc VAT) quarterly receipts to HMRC

- To remit and balance the financial return to HMRC quarterly – and respond to any specific query relating to the return from the landlord or HMRC

Arrangement Fee for works over £1000: 5% of net cost

- Arranging access and assessing costs with contractor;
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Arrangement fee for refurbishments over £1000: 5 of net cost

- Arranging access and assessing costs with contractor;
- Ensuring work has been carried out in accordance with the specification of works
- Retaining any warranty or guarantee as a result of any works

Obtaining more than two contractors £60 (inc VAT) per quote quotes

Rent Review Fee £60 (inc VAT)

- Review rent in accordance with current prevailing market condition and advise the landlord
- Negotiate with tenant
- Direct tenant to make payment change as appropriate
- Update the tenancy agreement
- Serve Section 13 Notice if tenancy is on a rolling monthly basis

Renewal Fee (landlords share) £60 (inc VAT)

- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Checkout Fee (landlords share) £120 (inc VAT)

- Agree with tenant check out date and time appointment
- Instruct inventory provider to attend
- Negotiate with landlord and tenant any disbursement of the security deposit
- Return deposit as agreed with landlord and tenant to relevant parties
- Remit any disputed amount to Scheme for final adjudication
- Unprotect security deposit
- Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items

Court Attendance £60 (inc VAT) per hour

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

