

# FEES TO: LANDLORDS

<http://gloucester.martinco.com>

**MARTIN&CO**



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

INDEPENDENT REDRESS  
PROVIDED BY: **TPOs**



## LEVEL OF SERVICE OFFERED:

Tenant find: 90% of rent (Inc VAT)	Rent collection: 12% of rent (Inc VAT)	Fully managed: 15% of rent (Inc VAT)
<p>Includes</p> <ul style="list-style-type: none"> <li>• Collect and remit initial months' rent received</li> <li>• Agree collection of any shortfall and payment method</li> <li>• Provide tenant with method of payment</li> <li>• Deduct any pre-tenancy invoices</li> <li>• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</li> </ul>	<p>Includes</p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Deduct commission and other works</li> <li>• Arrangement payments from rental for statutory requirements</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> </ul>	<p>Includes</p> <ul style="list-style-type: none"> <li>• Collect and remit the monthly rent received</li> <li>• Pursue non-payment of rent and provide advice on rent arrears actions</li> <li>• Deduct commission and other works</li> <li>• Advise all relevant utility providers of changes</li> <li>• Undertake two inspection visits per annum and notify landlord of the outcome</li> <li>• Arrange routine repairs and instruct approved contractors (providing two quotes)</li> <li>• Hold keys throughout the tenancy term</li> </ul>

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

Setup Fee (Landlords Share):	£60% of first months rent (inc VAT)
	<ul style="list-style-type: none"> <li>• Agree the market rent and find a tenant in accordance with the landlord guidelines;</li> <li>• Advise on refurbishment</li> <li>• Provide guidance on compliance with statutory provisions and letting consents</li> <li>• Carry out accompanied viewings (as appropriate )</li> <li>• Market the property and advertise on relevant portals</li> <li>• Erect board outside property in accordance with Town and Country Planning Act 1990</li> <li>• Advise on non-resident tax status and HMRC (if relevant)</li> </ul>
Inventory Fee (landlords share)	£Included in set-up
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: £included in set-up (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 receipts to HMRC: £N/A (inc VAT) quarterly
- 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 £500.00: 12% 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 £500.00: 12% 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 quotes: £N/A (inc VAT) per quote
- Rent Review Fee: £Included (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): £60 (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: £180 (inc VAT) per hour

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

