

# FEES TO: LANDLORDS

<http://wolverhampton.martinco.com>

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

INDEPENDENT  
REDRESS  
PROVIDED BY:  
**TPOs**



## LEVEL OF SERVICE OFFERED:

Tenant find: 75% of rent (Inc VAT)	Rent collection: 60% & 8% MGM of rent (Inc VAT)	Fully managed: 60% & 12.5% MGM 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):                      £600 (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)                      £114.00 or 180.00

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: £48 (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: £48 (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 £0 (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: 50 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: 100 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 £50 (inc VAT) per quote

Rent Review Fee £50 (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) £90 (inc VAT)

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

Checkout Fee (landlords share) £48 (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 £150 (inc VAT) per hour

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

