

# FEES TO: LANDLORDS

<http://gainsborough.martinco.com>

**MARTIN&CO**



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

INDEPENDENT REDRESS  
PROVIDED BY: **TPOs**



## LEVEL OF SERVICE OFFERED:

### Tenant find: 420 of rent (Inc VAT)

Includes

- 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)

### Rent collection: 8.40% of rent (Inc VAT)

Includes

- 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

### Fully managed: 12% of rent (Inc VAT)

Includes

- 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): £180 (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) £0

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



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Deposit Registration Fee:	£0 (inc VAT)
<ul style="list-style-type: none"><li>• Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme</li><li>• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy</li></ul>	
Additional property visits:	£30 (inc VAT)
<ul style="list-style-type: none"><li>• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit</li></ul>	
Submission of non-resident landlords receipts to HMRC	£0 (inc VAT) quarterly
<ul style="list-style-type: none"><li>• 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</li></ul>	
Arrangement Fee for works over £0:	0 of net cost
<ul style="list-style-type: none"><li>• Arranging access and assessing costs with contractor;</li><li>• Ensuring work has been carried out in accordance with the specification of works</li><li>• Retaining any warranty or guarantee as a result of any works</li></ul>	
Arrangement fee for refurbishments over £0	0 of net cost
<ul style="list-style-type: none"><li>• Arranging access and assessing costs with contractor;</li><li>• Ensuring work has been carried out in accordance with the specification of works</li><li>• Retaining any warranty or guarantee as a result of any works</li></ul>	
Obtaining more than two contractors quotes	£0 (inc VAT) per quote
Rent Review Fee	£0 (inc VAT)
<ul style="list-style-type: none"><li>• Review rent in accordance with current prevailing market condition and advise the landlord</li><li>• Negotiate with tenant</li><li>• Direct tenant to make payment change as appropriate</li><li>• Update the tenancy agreement</li><li>• Serve Section 13 Notice if tenancy is on a rolling monthly basis</li></ul>	
Renewal Fee (landlords share)	£30 (inc VAT)
<ul style="list-style-type: none"><li>• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement</li></ul>	
Checkout Fee (landlords share)	£0 (inc VAT)
<ul style="list-style-type: none"><li>• Agree with tenant check out date and time appointment</li><li>• Instruct inventory provider to attend</li><li>• Negotiate with landlord and tenant any disbursement of the security deposit</li><li>• Return deposit as agreed with landlord and tenant to relevant parties</li><li>• Remit any disputed amount to Scheme for final adjudication</li><li>• Unprotect security deposit</li><li>• Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items</li></ul>	
Court Attendance	£60 (inc VAT) per hour

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

