

Landlord Terms of Business

Martin & Co Tonbridge

Schedule of Charges (incl. VAT)

Description	Premium Managed	Managed	Rent Collection	Tenant Find
Monthly service commission	15.6% incl. VAT 13% excl. VAT	13.8% incl. VAT 11.5% excl. VAT	6% incl. VAT 5% excl. VAT	£0 incl. VAT £0 excl. VAT
Tenancy set up	80%	85%	90%	90%
Credit references (per applicant and per guarantor)	£0	£0	£60	£60
Deposit registration (per Security Deposit)	£0	£0	£60	£60
Gas safety check	£90	£90	£90	£90
Energy Performance certification	£90	£90	£90	£90
Electrical safety check including domestic appliances from	£120	£120	£120	£120
Legionella risk assessment	£90	£90	£90	£90
Section 13 Rent review	£192	£192	£192	£288
Tenancy check-in, from	£0	£0	£78	£78
Tenancy check-out, from	£0	£0	£114	£114
"Featured property" advertising	£0	£0	£0	£0
Floor plan	£0	£0	£0	£60
Video tour	£0	£0	£0	£60
Professional photography, from	£0	£0	£0	£60
Move-In & Check-Out Inventory preparation per report:				
Studio/1 bed*	£120	£120	£120	£120
2 bed*	£156	£156	£156	£156
3 bed*	£174	£174	£174	£174
4 bed*	£198	£198	£198	£198
5 bed*	£234	£234	£234	£234
Additional fee, in addition to the above, if fully furnished	£90	£90	£90	£90

Description	Premium Managed	Managed	Rent Collection	Tenant Find
Additional requested property visits (per visit)	£60	£60	£60	£60
Annual statement of income and expenditure for HMRC purposes (per tax year)	£0	£0	£0	£30
Non-UK residents accounting to HMRC (per tax year)	£540	£540	£540	£540
Hourly rate for work not included in your service level (non-exhaustive list below):	£84	£84	£84	£84
Preparation of documents for dispute adjudication or court proceedings	£120	£120	£120	£240
Drawing up of documentation if not included in Service level	£60	£60	£60	£120
Attendance at court	£108	£108	£108	£216
Early termination of management service with a sitting tenant	108%	108%	108%	N/A
Administration fee for withdrawing from an offer of a tenancy	£480	£480	£480	£480
Provision of duplicate documents or statements	£0	£0	£12	£12
Cutting of keys (per key)	£12	£12	£12	£12
Service of statutory notices to recover possession (per notice)	£108	£108	£108	£216
Property visits and reports to include smoke alarm and carbon monoxide testing. Health and safety rating system (HHSRS) risk assessment.	£84	£84	£84	£84
Rent Guarantee Insurance - 15 months + £100,000 Legal Cover from	£0	£456	£456	N/A
Anti Money Laundering & Sanctions Check	£0	£0	£48	£48
Landlord Right to Let Check	£0	£0	£48	£48
Amending of Agreement due to Tenant Swap fee	£84	£84	£84	£84