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

INDEPENDENT REDRESS PROVIDED BY: **TPOs**

FEES TO: LANDLORDS

roundhay.martinco.com

LEVEL OF SERVICE OFFERED:

Tenant find: £600 (Inc VAT)	Rent collection:9.6% of rent(IncVAT)	Fully managed: 12% of rent (IncVAT)
INCLUDES:	INCLUDES:	INCLUDES:
• Collect and remit initial months' rent received	• Collect and remit the monthly rent received	• Collect and remit the monthly rent received
• Agree collection of any shortfall and payment method	• Deduct commission and other works	• Pursue non-payment of rent and provide advice on rent arrears actions
• Provide tenant with method of payment	• Arrangement payments from rental for statutory requirements	• Deduct commission and other works
• Deduct any pre-tenancy invoices	• Pursue non-payment of rent and provide advice on rent arrears actions	• Advise all relevant utility providers of changes
• Make any HMRC deduction and provide tenant with the NRL8 (if relevant)		• 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): £240 (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) See attached Schedule
Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

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FEES TO: LANDLORDS

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

Deposit Registration Fee: £30 (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: £30 (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 £0 (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 £1000: 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 £1000 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 £12 (inc VAT) per quote

Rent Review Fee £0 (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) £75 (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 £120 (inc VAT) per hour

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