

FEES TO: LANDLORDS

Website - norwich.martinco.com

MARTIN&CO



CLIENT MONEY PROTECTION
(CMP) PROVIDED BY:
National Approved Letting
Scheme (NALS)



INDEPENDENT REDRESS
PROVIDED BY: TPOs



SAFE AGENT



LEVEL OF SERVICE OFFERED:

Tenant find: 120% of one months rent (100% + VAT)	Rent Receipt: 10.8% of rent (9% +VAT)	Fully managed: 15.6% of rent (13% +VAT)
<p>Includes</p> <ul style="list-style-type: none">· 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)	<p>Includes</p> <ul style="list-style-type: none">· 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	<p>Includes</p> <ul style="list-style-type: none">· 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· Hold keys throughout the tenancy term

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

Set-Up Fee (Landlord's Share per new Tenancy):	£396 (inc VAT)- Fee applicable to Rent Receipt and Fully Managed services
<ul style="list-style-type: none">· 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 (Landlord's Share):	Inventories are undertaken by an Independent Inventory Clerk on the Landlord's behalf. Costs are dependent on such factors as furnishing type and number of rooms etc. Full details will be provided on request.
Deposit Registration Fee:	Included
<ul style="list-style-type: none">· 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)
<ul style="list-style-type: none">· To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	

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Submission of non-resident Landlord's 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	
· If you are based overseas, it is a requirement that you register with HMRC for Non-Resident Landlord status	
Arrangement Fee for works over £500:	12% (inc VAT) of 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	
Featured Property Advertising:	£60 (inc VAT)
· Property to be listed as a 'Featured Property' on Rightmove	
Obtaining more than two contractors quotes:	£30 (inc VAT) per quote
Rent Review Fee:	Included in Renewal Fee
· 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 (Landlord's share):	£90 (inc VAT)
· Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Check-out Fee (Landlord's share):	To Be Quoted Separately
· 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	
Deposit Dispute Assistance Fee:	£120 (inc VAT)
· Prepare paperwork and submit for adjudication with Tenancy Deposit Scheme. (This fee is included in our Fully Managed service and only applies to the Rent Receipt and Tenant Find services)	
Court Attendance Fee:	£60 (inc VAT) per hour

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