



Terms of Business

Agency details

Martin & Co Southend-on-Sea
134-136A London Road
Southend-on-Sea
Essex, SS1 1PQ
t: 01702 430417 **f:** 01702 431747
e: southend@martinco.com
w: southend-on-sea.martinco.com

Agency proprietor

ReeceRyan Ltd t/a Martin & Co (Southend)
Registered No: 4268456
Registered Office Address
16-18 West Street, Rochford, Essex, SS4 1AJ
VAT No: 766742394

What is included within each service

Fully Managed

Rent
Receipt

Tenant Find Only

* Terms and conditions as below.

Terms & Conditions

1. You must be a client of the agency at the time that a claim is made and remain a client throughout the period of claim, and;
2. Be compliant with your obligations as a landlord under the agency's Terms of Business, and;
3. Be compliant with your obligations as a landlord under any Tenancy Agreement in force at a property involved in a claim, and;
4. That any tenant involved in claim must have passed the agency's approved referencing procedures without special conditions being applied.
5. The Eviction Service cover is only where possession is required specifically due to rent arrears. It covers for the legal costs up until the first hearing and does not include costs associated with any defended or counterclaim action by the tenant.

Standard charges Tick the box for service required	Fully Managed <input type="checkbox"/>	Rent Receipt <input type="checkbox"/>	Tenant Find Only <input type="checkbox"/>
New tenancy set up Â£	£500.00 plus VAT £600.00 including VAT	£500.00 plus VAT £600.00 including VAT	1 months rent
Monthly commission %	10.00% plus VAT 12.00% including VAT	7.00% plus VAT 8.40% including VAT	NA
Deposit registration (per Security Deposit)	£30.00 plus VAT £36.00 including VAT	£30.00 plus VAT £36.00 including VAT	£30.00 plus VAT £36.00 including VAT
Tenancy renewal and /or rent review	£150.00 plus VAT £180.00 including VAT	£150.00 plus VAT £180.00 including VAT	£150.00 plus VAT £180.00 including VAT
Tenancy check in	Included	Not Offered	Not Offered
Tenancy check out	See inventory cost	See inventory cost	See inventory cost
"Featured property" advertising	Not Offered	Not Offered	Not Offered
Floor plan	Included	Included	Included
Audio tour	Not Offered	Not Offered	Not Offered
Video tour	Not Offered	Not Offered	Not Offered
Professional photography, from	Included	Included	Included
Inventory fee dependant upon property size. From	See inventory cost	See inventory cost	See inventory cost
Additional property visits (per visit)	£25.00 plus VAT £30.00 including VAT	Not Offered	Not Offered
Non-UK residents accounting to HMRC (per tax year)	£75.00 plus VAT £90.00 including VAT	£75.00 plus VAT £90.00 including VAT	Not Offered
Hourly rate for work not included in your service level	10%	10%	Not Offered
Preparation of documents for dispute or court	£100.00 plus VAT £120.00 including VAT	£100.00 plus VAT £120.00 including VAT	Not Offered
Providing access to the property for landlords specified contractors or homecare agreements	Included	Not Offered	Not Offered
Drawing up of documentation if not included in Service level	Included	Included	Not Offered
Installation of Alarms	Included	Not Offered	Not Offered
Purchasing of appliances	Included	Not Offered	Not Offered
Sale of the property to a sitting tenant or a third party introduced by ourselves	1.50% plus VAT 1.80% including VAT	1.50% plus VAT 1.80% including VAT	1.50% plus VAT 1.80% including VAT
Cutting of keys	At cost	At cost	At cost
Serving of statutory notices such as Section 21	£100.00 plus VAT £120.00 including VAT	£100.00 plus VAT £120.00 including VAT	Not Offered
Early termination of management agreement	£450.00 plus VAT £540.00 including VAT	£450.00 plus VAT £540.00 including VAT	NA
Withdrawal from an agreed offer	NIL	NIL	NIL
Provision of duplicate documents or statements	£25.00 plus VAT £30.00 including VAT	£25.00 plus VAT £30.00 including VAT	Not Offered
Attendance at Court per half day	£100.00 plus VAT £120.00 including VAT	£100.00 plus VAT £120.00 including VAT	Not Offered

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Tenant referencing fee	£200.00 plus VAT £240.00 including VAT	£200.00 plus VAT £240.00 including VAT	£200.00 plus VAT £240.00 including VAT

* For illustration purposes only, the monthly commission payable on £500 rent would be £50.00 (£60.00 inc Vat) for a Fully Managed service