ATWELL MARTIN
LETTINGS & MANAGEMENT

FEES TO LANDLORDS

Client Money Protection provided by:

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Level of service offered

TENANT FIND: 90% of first months' rent (inc VAT)

INCLUDES:

- 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)
- 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)

TENANT FIND: 75% of first months' rent (excl VAT)

RENT COLLECTION: 8.4% of rent (inc VAT)

INCLUDES:

- 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)
- Collect and remit the monthly rent received
- Deduct commission and other works
- Pursue non-payment of rent and provide advice on rent arrears actions
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

RENT COLLECTION: 7% of rent (excl VAT)

FULLY MANAGED: 16.8% of rent (Inc VAT)

INCLUDES:

- 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 relev
- 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 periodic inspections and notify landlord of the outcome
- Arrange routine repairs and instruct approved contractors (providing two quotes)
- Hold keys throughout the tenancy term
- Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

FULLY MANAGED: 14% of rent (excl VAT)

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Additional non-optional fees and charges (irrespective of level of service)

TENANCY AGREEMENT FEE: £144.00 (inc VAT)
• Preperation and drawing up of the tenancy agreement.

INVENTORY FEE: £114.00 - £186.00 (inc VAT) dependent on the number of bedrooms and/or size of the property and outbuildings. Please request a copy of the schedule from our staff.

DEPOSIT REGISTRATION FEE: £60.00 (inc VAT)
• Register landlord and tenant details and protect the security deposit with the TDS a Government-authorised Scheme
• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy

RENEWAL FEE (LANDLORD'S SHARE): £90.00 (inc VAT)
• Contract negotiation, amending and updating terms and arranging

CONTRACTORS ARRANGEMENT FEE: £15.00 (inc VAT) per job
• This fee is incurred by the contractors when works instructions have been made and the cost may be passed to the Landlord.

EXCESS TIME MANAGEMENT: £54.00 (Inc VAT) per hour
• For additional management time spent above and beyond our usual duties.

MINIMUM MANAGEMENT CHARGE: £36.00 (inc VAT) per property per month.
• The mimimum management charge whilst the property is tenanted.

RENT REVIEW FEE: N/A - included within the Full Management Service
• 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

CHECKOUT FEE (LANDLORD'S SHARE): £78.00 (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: £54.00 (inc VAT) per hour plus travel expenses.