



landlord fees

Please note: all fees are INCLUSIVE of VAT

TENANT FIND ONLY: Equivalent to 6 weeks rent (inclusive of VAT)

FEES are individually negotiated and are based upon services required; the property and rental. They are confirmed in writing at the time of our instruction to act as your chosen letting agent.

Includes:

- Carry out accompanied viewings
- Locating the appropriate tenant (general marketing and advertising on Rightmove and Zoopla)
- Provision of To Let Board
- Negotiating the tenancy agreement
- Obtaining references
- Progressing applicant Right to Rent & ID checks
- Oversee compliance documentation
- Preparation and signing of all documentation of new tenancy
- Collecting security deposit
- Collect and remit the initial month's rent received
- Agree collection of any shortfall and payment method
- Provide tenant with method of payment
- Deduct any pre-tenancy Invoices
- Negotiation of rent increases during course of the tenancy term
- Advice on Lettings Legislation
- Access to Lettings Legal Advice
- Notify the relevant council of the change of tenants

RENT COLLECTION: Equivalent to 4 weeks rent then 10% monthly (inclusive of VAT)

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Includes:

- Services included in the tenant find section - *plus:*
- Collect and remit the monthly rent received
- Deduct commission and other works
- Raise monthly statements
- Negotiate renewals and extensions
- Pursue non-payment of rent and provide advice on rent arrears actions:

T: 01322 479933

W: www.anthonymartin.co.uk

Barnehurst Bexley Bexleyheath Dartford Locksbottom Meopham Swanscombe

FULLY MANAGED: Equivalent to 4 weeks rent inc VAT, then 15% monthly (inclusive of VAT)

FEES are individually negotiated and are based upon services required; the property and rental. They are confirmed in writing at the time of our instruction to act as your chosen letting agent.

Includes:

- All services within the Tenant Find and Rent Collection section - *plus:*
- Annual property inspection
- Dedicated Property Management Department with access to Approved & Insured Contractors to deal with maintenance issues (contractor & works charges not included)
- Arranging routine repairs and instructing Approved Contractors
- Overseeing works up to £1000 value & inspections/photos available for works over £1000 (please see Additional Services)
- Liaison with Block Management for repairs where appropriate
- Arranging payments of service charges on behalf of Landlords where authorised



- Undertaking annual property visits and provision of reports including photos, notifying the landlord of the outcome.
- Retention of property keys for Management purposes throughout the tenancy term.
- Provision of optional changeover of utilities & changeover of council tax & additional optional services offered (inclusive of VAT) via Goodlord
- Detailed monthly rental statements
- Chase and progression of any Rent Arrears

Additional Services available upon request:

- Check of Smoke/Carbon Monoxide Alarms - £60 (replacement alarms will incur an additional cost)
- Energy Performance Certificate - £120
- Arrangement of comprehensive Inventory/Schedule of Condition report including photos - please see the price list below
- Arrangement of comprehensive Check Out report including photos - please see price list below
- Registration and/or renewal of deposit protection - £60
- Gas safety & provision of CP12 Certificate - £120
- Additional Periodic Inspections including report and photos - £90 (1 inspection per year included in Management Service charge)
- Mid Tenancy Change of Tenants: tenancy amendment administration including referencing existing/new tenants and provision of new Tenancy Document £270
- Stand Alone Tenancy agreement - £250 (cost included where renewal charge is made)
- Follow up Right to Rent checks - £60
- Arrangement and provision of Section 21/Section 8 Notice of Possession - £198
- Rent review & negotiations & arrangement and provision of Section 13 Notice of Rental Increase - £180
- Court attendance £120 per hour or part thereof
- Attendance at property to oversee eviction - £120 per hour or part thereof
- Arrangement fee post tenancy outside of Management Service- (ie arranging change of locks) - £60
- Deposit dispute - compile and submit documents to support LL claim to Deposit Scheme - £300
- Visual electrical inspection - £90
- PAT Test - £120 (up to 5 items - POA for additional items)



- EICR Property Electrical Check & provision of Report & Certificate £365 (up to 4 bed property - POA for 5+ bedroom property)
- Overseeing/project management & arrangement for works in excess of £1000 - £600
- Caretaking/Vacant Property -£120 per month including monthly property visit (additional charges for any works to be instructed may apply)
- Arrangement & provision of Rent Guarantee Insurance Policy (incl any claim admin required) - £360
- Selling to a Tenant introduction fee - 1.5% + vat of the sale price
- Charge for collated annual rental statement – 1) Current Year £42 2) Historic Tax Year £54 3) 1-3 Historic Tax Years £75 (please note the regular monthly statements issued to Landlords after payment are included in the Management Fee)
- Renewal of fixed term tenancy including rent re-evaluation, negotiations, and provision of new fixed Term Tenancy Agreement – 1 week rent +vat

Also available at no extra charge:

Advice on refurbishment

Guidance on compliance with statutory provisions and letting consents

Advice on non-resident tax status and HMRC (if relevant)

We believe that a client's choice of Letting Agent is fundamental to a successful let and that is why our service is tailored to ensure that we are in the best position to achieve this objective for you. We pride ourselves on our attention to detail in securing quality tenants for our Landlord clients to ensure that a consistent and hassle-free income is assured to them. We are proud of the level of service we are able to offer but we also appreciate the need to be competitive in our fee structure and to this end we would urge you to discuss any fees quoted by other firms with us before you make your decision.

INVENTORY CHARGES

1 Bed/Studio	£234
2 Bed	£264
3 Bed	£294
4 Bed	£324
5+ Bed	Price on Application



CHECK OUT CHARGES

1 Bed/Studio	£174
2 Bed	£186
3 Bed	£198
4 Bed	£210
5+ Bed	Price on Application

Prices are for guidance purposes only. Inventories for fully furnished properties or those with additional bathrooms/conservatories/outbuildings may be more expensive due to the amount of items/furniture that may need to be listed.

Please refer to the above list as a starting point depending on the size of the property. All costs are available to be confirmed BEFORE any new tenancy commences upon request.