LANDLORD FEES SCHEDULE
www.atwellmartin.plymouth.co.uk

## Agree the rental value

Provide guidance on compliance with statutory provisions and letting consents
Advise on refurbishment requirements
Erect board outside property in accordance with Town and Country Planning Act 1990 (where possible)
Market the property and advertise on relevant portals
Carry out accompanied viewings (as appropriate)
Find tenants
Advise on non-resident tax status and HMRC (if relevant)
Collect and remit initial months' rent
Provide tenants with method of payment
Deduct any pre-tenancy invoices
Make any HMRC deduction and provide tenant with the NRL8 (if relevant)
Agree collection of any shortfall and payment method
Advise all relevant utility providers of any changes
Demand, collect and remit the monthly rent
Arrangement payments for statutory requirements
Pursue non-payment of rent and provide advice on rent arrears actions
Undertake two routine visits per annum and notify the outcome to the landlord
Arrange routine repairs and instruct approved contractors (providing three quotes)
Hold keys throughout the tenancy term
Security Deposit dilapidation negotiations

LEVELS OF SERVICE OFFERED:

| Tenant Find: 9\% of rent (inc. VAT) | Rent collection: $12 \%$ of rent (inc. VAT) | Fully managed: $14.5 \%$ of rent (inc. VAT) |
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