



# Martin Walker

estate agents & chartered surveyors

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## LANDLORDS' LETTINGS FEES – THERE ARE NO UP FRONT FEES

*All fees are inclusive of VAT at the prevailing rate unless otherwise stated*

### FULL MANAGEMENT SERVICE ONLY

*Administration fees (per property)*

#### Initial Instruction Fee

**£90.00**

This is a once only payment for initial administration covering the cost of advertising, inspection of the property and viewings where necessary.

#### Inventory & Schedule Of Condition

*Unfurnished* **£102.00**    *Furnished* **£192.00**

#### Tenancy Agreement Charge

Preparation of the Agreement

**£90.00**

This is charged at the beginning of each new tenancy or when an agreement is renewed.

#### Monthly Maintenance Fee

Percentage of rent collected (minimum monthly charge £48.00)

**12% (+vat)**

*The charges for the Initial Instruction Fee, Inventory and Preparation of the Tenancy Agreement will be deducted from the first month's rent along with the standard monthly management fee.*

### ADDITIONAL CHARGES, FOR SERVICES UPON REQUEST

#### Annual Statements

**£54.00**

#### Supervision During Void Periods

By negotiation

### TENANT FIND ONLY SERVICE

Includes marketing, credit checking potential tenants, preparation of tenancy agreement, inventory and schedule of conditions, registration of deposit with Tenancy Deposit Scheme (TDS) and holding 2 months' deposit in our Client a/c, serving notice of necessary at the end of the tenancy and final inspection/check out service.

**1<sup>st</sup> month's rent (+ vat)  
(minimum £600 + vat)**

Please note this involves no management.

Please Note: All charges are inclusive of VAT at the prevailing rate unless otherwise stated. We reserve the right to amend our charges as necessary, subject to three months' written notice.

### TENANTS REFERENCING FEES, DEPOSIT AND RENT

*All fees are inclusive of VAT*

#### Referencing Fee

To secure a property we will require a **£150** (incl. VAT) Tenant Referencing Fee (per person), an additional guarantor charge of £72 (incl. VAT) to cover the costs of further administration and credit checking will apply if necessary. This referencing fee is non-refundable in the event that an applicant fails to satisfy the referencing criteria, or chooses not to proceed with the application.

#### Deposit and rent

Rent is to be paid monthly in advance by standing order once the landlord has approved the tenancy. Where the agreement is an Assured Shorthold Tenancy, a deposit equal to two months' rent shall be retained in the agent's clients' account at the commencement of the tenancy to ensure tenant's obligations under this agreement are fulfilled.



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