

LANDLORD FEES SCHEDULE

LEVELS OF SERVICE OFFERED

 = Service Included in Package	Fully Managed:	Rent Collection:	Tenant Find & Let Only:
	Letting Fee (£500 + VAT) £600.00 inc VAT Management Fee: 10% of rent + VAT (12% of rent inc VAT)	Letting Fee (£500 + VAT) £600.00 inc VAT Rent Collection Fee: 5% of rent + VAT (6% of rent inc VAT)	Letting Fee (£500 + VAT) £600.00 inc VAT
Agree rental value & market/advertise property on relevant portals	✓	✓	✓
Advise on legislation & compliance with statutory laws	✓	✓	✓
Advise on refurbishment / redecoration where necessary	✓	✓	✓
Professional Marketing Package with Photographs, Floorplan and Virtual Tour	✓	✓	✓
Accompanied viewings	✓	✓	✓
Find tenants & carry out basic credit report	✓	✓	✓
Full Employment and Landlord Reference (where applicable)	✓	£85.00	£85.00
Carry out Right To Rent checks on behalf of landlord	✓	✓	✓
Tenancy paperwork & compliance with method of payment provided	✓	✓	✓
Collect initial rent payment & deduct pre-tenancy invoices	✓	✓	✓
Deposit registration with TDS	✓	✓	✓
HMRC deduction and provide tenant with the NRL8 (if applicable)	✓	✓	✓
Agree collection of any shortfall and payment method to our account	✓	✓	✓
Local Authority update on move-in	✓	✓	✓
Arrange key hand over	✓	✓	✓
Compliance Check to include meter readings and alarms testing	✓	£30.00	£30.00
Rent collection inc deducting commission/invoices (where agreed)	✓	✓	-
Arrange payments for statutory requirements	✓	✓	-
Provide monthly Income/Expenditure Statement for tax purposes	✓	✓	-
Pursue non-payment of rent & provide advice on rent arrears actions	✓	✓	-
Rent Guarantee Policy (subject to references)	Can be arranged	-	-
Inventory / Schedule of Condition (see Start of Tenancy Fees below)	✓	From £100.00	From £100.00
Inspection Visits with written report including photographs	✓	£60.00	£60.00
Receive maintenance requests and liaise quotes with contractors	✓	-	-
Preparation & service of Legal Notices Section 8 / 21 if necessary	✓	£100.00	£100.00
Out of hours emergency contacts	✓	-	-
Check Out inspection with photographic/written report	✓	From £100.00	From £100.00
Negotiate deposit return & apportion payments	✓	-	-
Hold management keys throughout tenancy	✓	-	-

START OF TENANCY FEES

Right To Rent Checks: £30.00 (inc VAT) to carry out Right to Rent checks on all occupiers.

Full Reference Fees: £85.00 (inc VAT) per tenancy (up to 2 tenants) (ID checks, Right-to-Rent checks, financial credit checks, obtaining references from current or previous employers / landlords (where possible), obtaining copy bank statements, wage slips and other relevant information to assess affordability).

Additional Tenant Referencing Fees: £85.00 (inc VAT) per tenant. To include the same service as for the Referencing Fees above, for additional tenants.

Guarantor Fees: £60.00 (inc VAT) per guarantor. To cover credit referencing, preparing a Guarantor Declaration, arranging signature of the Declaration and Tenancy Agreement and providing the Guarantor with the required legislative documents.

Deposit Registration Fees (where collected): £50.00 (inc VAT) per tenancy. Register landlord and tenant details and protect the security deposit with a Government-authorised Scheme. Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of payment.

Inventory Fees: From £100.00 (inc VAT) per unfurnished tenancy (up to 3 beds); £200.00 (inc VAT) per unfurnished tenancy (4 bed +); £300.00 (inc VAT) per furnished tenancy. To include photographic report, compliance confirmation, meter readings where possible

Visual Compliance Check: £30 (inc VAT) in connection with the Homes Act 2018 on the first day of the tenancy, to include testing Smoke Alarms and Carbon Monoxide Detectors.

Accompanied Check-in Fees: £100.00 (inc VAT) per tenancy. Attending the property to welcome the tenant(s), explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test all smoke alarms and carbon monoxide detectors are present and in working order.

Landlord Withdrawal Fees (before move-in): From £100.00 (inc VAT) per tenancy. To cover the costs associated with the marketing, advertising and tenancy set-up should the landlord withdraw from the tenancy before it has started.

DURING TENANCY FEES

Additional Property Visits: £60.00 (inc VAT) per visit. Should the landlord request property visits in addition to those within their existing Terms of Business, this covers the costs of attending the property.

Rent Review Fees: £60.00 (inc VAT) per tenancy. Review rent in accordance with current prevailing market conditions and advise the landlord, negotiate with the tenant(s), direct tenant(s) to make payment change as appropriate, update the Tenancy Agreement and serve a Section 13 Notice if the tenancy is on a periodic basis.

Renewal Fees: £150.00 (inc VAT) per tenancy. To include contract negotiation, amending and updating terms and arranging for the signing of a further Tenancy Agreement.

Right-to-Rent Follow-Up Check: £30.00 (inc VAT) per check. To undertake a repeat check in person on a time-limited visa in accordance with the Immigration Acts 2014 and 2016. Notifying the Home Office should an illegal over stayer be identified. This does not apply to a Tenant Find service.

Landlord Disinstruction Fees (during tenancy): £100.00 (inc VAT) per tenancy. To cover the costs associated with advising the tenant on the change and the position of the security deposit, transferring the security deposit to the landlord or new agent on receipt of written permission from the tenant. This does not apply to a Tenant Find service.

END OF TENANCY FEES

Check-out Fees: From £100.00 (inc VAT) per tenancy. Attending the property to undertake an updated report based on the original inventory. To confirm the repayment details of the security deposit.

Tenancy Dispute Fee: £80.00 (inc VAT) per hour, per tenancy. The costs associated with the preparation of all evidence and submitting the case to the Tenancy Deposit Scheme as well as dealing with all correspondence relating to the dispute. This only applies where the agent has protected the deposit.

Fees For The Service Of Legal Notices: £100.00 (inc VAT) per Notice.

OTHER FEES AND CHARGES

To Let Board: £30.00 (inc VAT) erect a To Let board to assist with marketing.

Rent Guarantee Policy: Individually Quoted Price per annum charge subject to satisfactory reference check report and applicable to the property, not the tenancy.

Amendment, Addendum, Variation, Assignment or Novation: £50.00 (inc VAT) amendment to contract.

Tenancy Agreement Only: £150.00 (inc VAT) where a landlord has found their own tenant and merely require a legal Tenancy Agreement to be drawn up and executed.

Vacant Property Inspection Fees: £60.00 (inc VAT) per visit. To cover the costs associated with visiting the property to undertake visual checks on the inside and outside at a frequency mutually agreed with the landlord.

Vacant Property Maintenance Fees: £50.00 (inc VAT) per calendar month. To cover the costs associated with monitoring the landlord's contractor visits and key release.

Management Take-over Fees: £250.00 (inc VAT) per tenancy. To cover the costs associated with taking over the management of an ongoing tenancy, ensuring all statutory compliance has been undertaken, protecting the security deposit (where applicable) and providing all necessary legal documentation to all parties.

Deposit Transfer Fees: £50.00 (including VAT) per deposit. Should the landlord request any changes to a protected deposit during a tenancy, this covers the costs associated with legal compliance for said request.

Accompanied Check-Out Fees: £100.00 (inc VAT) per tenancy. Attending the property to regain possession of the keys from the tenant, take meter and confirm that all smoke alarms and carbon monoxide detectors are still present and in working order.

Utility Move In or Move Out Notification Fees: £30.00 (inc VAT) per set, per tenancy

OTHER FEES AND CHARGES cont...

Fees for providing an Annual Income and Expenditure Schedule: £30.00 (inc VAT).

Court Attendance: £150.00 (inc VAT) per hour.

Financial Amendment Fee: £35.00 (inc VAT) if the landlord requests more than two changes in bank payment details.

CANCELLATION CHARGES

Cancellation during the fixed term of a Managed tenancy will incur the fees due for the remainder of the initial fixed term

Cancellation whilst marketing will incur a fee From £100.00 together with itemised out of pocket expenses

DISCLAIMER

Nick Tart Lettings reserves the right to negotiate individual fee arrangements with clients where we manage property portfolios

Nick Tart Lettings may accept commissions or referral fees from third parties

All charges are inclusive of VAT and may be subject to change

Inclusive services are valid for the time that Nick Tart Lettings Ltd are engaged on a Rent Collection or Full Management service and will not be carried out if the services are cancelled or withdrawn by either party

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