

LANDLORD FEES SCHEDULE

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LEVELS OF SERVICE OFFERED:

✓ = Service included	Tenant Find & Let Only: £500.00 inc VAT (£420.00 + VAT)	Rent Collection: Tenant Find & Let Fee plus 6% of rent inc VAT (5% of rent + VAT)	Fully Managed: Tenant Find & Let Fee plus 12% of rent inc VAT (10% of rent + VAT)
Agree rental value & market/advertise property on relevant portals	✓	✓	✓
Advise on legislation & compliance with statutory laws	✓	✓	✓
Advise on refurbishment / redecoration where necessary	✓	✓	✓
Advise on non-resident tax status and HMRC (if relevant)	✓	✓	✓
Accompanied viewings (where agreed)	✓	✓	✓
Find tenants & carry out basic credit report	✓	✓	✓
Find tenants & carry out Full Reference checks	£75.00	£75.00	✓
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	✓	✓	✓
Utility providers & Local Authority update on move-in	✓	✓	✓
Arrange key hand over	✓	✓	✓
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)	TBC	TBC	✓
Inventory / Schedule of Condition (see Start of Tenancy Fees below)	£100.00 - £300.00	£100.00 - £300.00	✓
Inspection Visits with report	£50.00	£50.00	✓
Deal with maintenance issues & instruct contractors	Not available	Not available	✓
Preparation & service of Legal Notices Section 8 / 21 if necessary	£75.00	£75.00	✓
Out of hours emergency contacts	Not available	Not available	✓
Visual Compliance check on move-in day	£25.00	£25.00	✓
Check Out inspection with photographic/written report	100.00	100.00	✓
Negotiate deposit return & apportion payments	Not available	Not available	✓
Utility providers & Local Authority update on move out	£25.00	£25.00	✓
Hold management keys throughout	Not available	Not available	✓

Please ask a member of staff if you have any queries regarding fees - All fees are inclusive of VAT

START OF TENANCY FEES

Right To Rent Checks: £25.00 (including VAT) to carry out Right to Rent checks on all occupiers

Full Reference Fees: £75.00 (including VAT) per tenancy (up to 2tenants) (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: £50.00 including VAT per tenant. To include the same service as for the Referencing Fees above, for additional tenants

Guarantor Fees: £50.00 (including 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): £40.00 (including 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: £100.00 (inc VAT) per unfurnished tenancy (upto 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, in connection with the Homes Act 2018 on the first day of the tenancy, to include testing Smoke Alarms and Carbon Monoxide Detectors £25.00 (including VAT) per tenancy

Accompanied Check-in Fees: £100.00 (including 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): £100.00 (including 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: £50.00 (including 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: £50.00 (including 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 (including 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: £25.00 (including 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 Withdrawal Fees (during tenancy): £100.00 (including 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: £100.00 (including 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: £75.00 (including 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 (Section 8 or Section 21): £75.00 (including VAT) per Notice

CLIENT MONEY PROTECTION:

www.propertymark.co.uk



INDEPENDENT REDRESS:

www.tpos.co.uk



OTHER FEES AND CHARGES

To Let Board: £25.00 (including VAT)

Rent Guarantee Policy: £75.00 per annum subject to satisfactory reference check report and applicable to the property, not the tenancy

Amendment, Addendum, Variation, Assignment or Novation: £50.00 (including VAT)

Tenancy Agreement Only: £150.00 (including 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: £50.00 (including 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 (including 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 (including 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: £40.00 (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 (including 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: £25.00 (including VAT) per set, per tenancy

OTHER FEES AND CHARGES cont...

Fees for providing an Annual Income and Expenditure Schedule: £25.00 (including VAT)

Court Attendance: £150.00 (including VAT) per hour

Financial Amendment Fee: £25.00 (including 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 of £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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