

## FEES TO LANDLORDS:

### TENANT FIND / LETTINGS SET UP

Fee: £500.00 inc VAT

**Includes:**

Market valuation and photographs  
 Marketing the property and advertising on web portals  
 To Let board (if required)  
 Advising on compliance and legislation and non-resident tax status and HMRC (if applicable)  
 Advising on works/repairs/refurbishment (if required)  
 Accompanied viewings (where required) together with feedback on viewings so that you are kept fully aware  
 Negotiating tenancy terms and any additional arrangements/requirements  
 Collecting and remitting initial rent received together with agreeing collection of any shortfall and payment method  
 Providing the tenant with method of payment  
 Deducting any pre-tenancy invoices  
 Collecting and registering the deposit

### RENT COLLECTION

Fee: 6% inc VAT

**Includes:**

Advising on non-resident tax status and HMRC (if applicable)  
 Collecting and remitting initial rent received together with agreeing collection of any shortfall and payment method  
 Pursuing non-payment of rent and providing advice on actions for rent arrears  
 Providing the tenant with method of payment  
 Deducting commission and other works  
 Monthly income / expenditure statement  
 Annual tax statement (if requested)

### FULLY MANAGED

Fee: 12% inc VAT or 15% inc VAT for overseas landlords

**Includes:**

Collecting and remitting initial rent received  
 Pursuing non-payment of rent and providing advice on actions for rent arrears  
 Deducting commission and contractor works invoices  
 Preparation of detailed Inventory / Schedule of Condition  
 Collecting and registering the deposit  
 Advising the relevant utility providers of meter readings and the change in details for billing  
 Undertaking two inspection visits per annum and notifying you of the outcome  
 Arranging compliance checks and routine repairs and instructing approved contractors  
 Holding management keys throughout the tenancy term  
 End of tenancy inspection and negotiation of any disputes together with deposit refund allocation  
 Monthly income / expenditure statement  
 Annual tax statement (if requested)  
 Annual rent review and associated paperwork (if applicable)

### ADDITIONAL FEES & SERVICES:

All charges are inclusive of VAT and maybe subject to change.

Description	Tenant Find	Rent Collection	Fully Managed
Tenant Find / Lettings Set Up	500.00	500.00	500.00
Rent Collection Service	N/A	6% per month	Included
Inventory/Schedule of Condition	£100.00	£100.00	Included
Property Inspections	50.00	50.00	Included
End of Tenancy Inspection	50.00	50.00	Included
Rent Review Valuation	50.00	50.00	Included
Property Inspections on Vacant Properties	50.00	50.00	50.00
Tenancy Amendments / Addendums	50.00	50.00	50.00
Tenancy Renewal Agreement	75.00	75.00	75.00
Tenancy Agreement Only (no Tenant Find)	180.00	180.00	180.00
Service of Legal Notices	75.00	75.00	Included
Deposit Negotiations & TDS Dispute Claims	75.00 per hour	75.00 per hour	Included
Court Attendance	N/A	N/A	150.00 per hour

Cancellation during the fixed term of a Managed Tenancy will incur the fees for the remainder of the fixed term  
 Cancellation whilst marketing will incur a fee of £100.00 together with itemised out of pocket expenses  
 We reserve the right to negotiate individual fee arrangements with clients where we manage property portfolios.  
 Nick Tart Lettings may accept commissions from third parties.