



## *Fully Managed Services*

*"We believe that our customers are key to our business and the service we offer reflects this.*

*We strive to maintain a positive relationship with our tenants and pride ourselves on the personal service we offer both to the landlord and the tenant."*  
*Nick Bell - Owner, Operator and Hands-on Director*

*'Simple, Honest and Friendly'*

- 📌 **We are a Small Independent Local Business**- Located in the heart of Newark Town Centre. You are the most important part of our business, and we pride ourselves on the service we offer.
- 📌 **We Support Local Businesses** – We employ Local Tradespeople with whom we have built strong working relationships ensuring high quality work and fair prices.
- 📌 **We've Grown by Recommendation** – Our Business has grown exclusively through word of mouth and recommendation. See our Facebook and Google reviews.
- 📌 **FREE Property Finding Assistance** – If you are looking for a new 'Buy-to-Let' utilising our local knowledge we will help you find the best perfect property to rent that meets your requirements.
- 📌 **Diligent Tenant Referencing** – We employ unique methods to reference applicants to ensure they are a perfect fit for your property.
- 📌 **We ALWAYS do Accompanied Viewings** – We carry out the viewings to ensure the best possible chance of letting your property. Also allows us to meet your prospective tenants.
- 📌 **Maintenance TRIAGE** – We will always visit your property to identify what the issue is before appointing the right contractor. Sometimes we can even rectify things ourselves there and then.
- 📌 **We MAKE IT HAPPEN!** - With our 'hands on' approach we go above and beyond to ensure we offer the best value property management in Newark and Lincoln.
- 📌 **We are Available 7 DAYS A WEEK** – We are not a 9-5 business and YES that even includes Sunday!
- 📌 **Not a Corporate** - In a world full of faceless Apps created by corporate businesses, we are a small experienced team who you will know whenever you pick up the phone.

Full  
Management

- Realistic Rental Assessment
- Market your Property
- Accompanied Viewings
- Comprehensive Reference Report
- Detailed Inventory with Digital Images
- Assured Shorthold Tenancy Agreement with Appendices
- Organise Annual Gas Safety Certificate
- Professional Tenant Handover
- Meters Read & Utility Companies Informed
- Inspection after first month, then every three months
- Deal with all Maintenance Issues
- **FREE** Rent Protection Warranty\*\*
- **GUARANTEED** Rent Payment Option\*\*\*

\*\*Six month policy cover subject to acceptance with Gold Management Service

\*\*\*Available with Platinum Management Service only and subject to occupied properties





Comply with the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR) and are registered with the Information Commissioners Office (ICO)



We have adopted The Property Ombudsman Voluntary Code of Practice. This means we are working to higher professional standards than are currently required within the industry



We are Members of The Property Redress Scheme (Membership Number PRS012943)



We are members of The Residential Landlords Association keeping us updated with new legislation



We are an 'Introducer Only' for Homelet products who are the market leaders in referencing and insurance products to the Lettings industry



We use Online Property Portals such as Rightmove to Market your property 24hours/365 days a year



We hold Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance



We use the Deposit Protection Service (custodial scheme) to secure all deposits are in line with current legislation



We operate a Client Money Account



We are a member of Client Money Protect for the benefit of our Landlord and Tenant clients to safeguard client monies. (Membership Number CMP003608)



We are registered and compliant with HMRC Anti Money Laundering Scheme

## Management Services

	Silver Management	Gold FULLY Inclusive	Platinum GUARANTEED ON TIME
FREE Appraisal	✓	✓	✓
File Sharing	✓	✓	✓
Accompanied Viewings	✓	✓	✓
Inventory with Pictures	✓	✓	✓
Maintenance	✓	✓	✓
Quarterly Inspections	✓	✓	✓
Rent Collection– Monthly Accounting	✓	✓	✓
Fixed FULLY INCLUSIVE Fees	✗	✓	✓
Rent Protection Cover	✗	✓	n/a
GUARANTEED RENT—Paid On Time	✗	✗	✓
Monthly Management Fee	10%+VAT	12.5%+VAT	16%+VAT
New Tenant Fee	£340+VAT	£290+VAT	£390+VAT

*For details of ALL OUR FEES - Please see our Fees Page*

	<b>Silver</b>	<b>Gold</b>	<b>Platinum</b>
<b>Monthly Management Fee</b>	<b>10% + VAT</b>	<b>12.5% + VAT</b>	<b>16% + VAT</b>
Guidance on statutory provisions and letting consents	Included	Included	Included
Collection of rent with monthly accounting inc chasing any shortfall	Included	Included	Included
Quarterly inspections with report to Landlord (subject to access)	Included	Included	Included
Carry out re-visits to property in the event of a unsatisfactory inspection to maintain standards	Included	Included	Included
Receive notices on behalf of Landlord from tenant	Included	Included	Included
Hold keys throughout the tenancy term and make available for collection where required	Included	Included	Included
Receive maintenance reports from tenant, carry out subsequent inspection (where required) and report to Landlord	Included	Included	Included
Arrange routine repairs and instruct contractors (obtaining quotes if required)	Included	Included	Included
Chase rent arrears (by email, letter, telephone and visits)	Included	Included	Included
Serve relevant notices to existing Tenant at end of any fixed term tenancy	Included	Included	Included
Serve relevant notices to existing Tenant throughout the tenancy in line with current Legislation	Included	Included	Included
Ensure all legal documentation adheres to changes in Legislation and file for reference	Included	Included	Included
Deal with all Landlord and Tenant queries/disputes throughout Tenancy	Included	Included	Included
Advise on current/future legislation and any issues arising throughout Tenancy	Included	Included	Included
Rent paid to Landlord on guaranteed day each month	n/a	n/a	Included
<b>New Tenancy Fee</b>	<b>£340.00 + VAT</b>	<b>£290.00 + VAT</b>	<b>£390.00 + VAT</b>
Agree marketing strategy (inc monthly rent)	Included	Included	Included
Erect To-Let board in accordance with T&C Planning Act 1990	Included	Included	Included
Market the Property via online portals inc quality pictures	Included	Included	Included
Carry out accompanied viewings (as appropriate) - 7 days a week	Included	Included	Included
Receive written applications in accordance with Landlord instruction	Included	Included	Included
Send written applications to Landlord for approval	Included	Included	Included
Meet with Tenants to complete application and obtain paperwork	Included	Included	Included
Process up to two Tenant applications	Included	Included	Included
Obtain proof of address documentation	Included	Included	Included
Obtain ID documentation for 'Right to Rent' checks for the purposes of Immigration Act	Included	Included	Included
Identity, immigration and visa confirmation	Included	Included	Included
Financial credit checks	Included	Included	Included
Obtain references from current and/or previous employers (where applicable)	Included	Included	Included
Obtain references from current and/or previous landlords (where applicable)	Included	Included	Included
Obtain additional information to assess affordability (where required)	Included	Included	Included
Report to Landlord results of Tenant and/or Guarantor application	Included	Included	Included
Contract negotiation with Tenant (amending and agreeing terms)	Included	Included	Included
Draw up the Tenancy agreement	Included	Included	Included
Send contracts to Tenants (and Guarantor) for signing	Included	Included	Included
Prepare a detailed inventory and schedule of condition of the property (including pictures)	Included	Included	Included
Read meters and document prior to Tenancy start	Included	Included	Included
Serve initial notices to tenant in accordance with legislation and retain on file	Included	Included	Included
Issue tenant(s) with Prescribed Information relating to Deposit	Included	Included	Included
Explain to Tenants how appliances function (including additional visits)	Included	Included	Included
Deal with any teething issues before, during and immediately after the move	Included	Included	Included
Collect first months rent and deposit	Included	Included	Included
Move tenant into the property	Included	Included	Included
Serve additional notices after Tenancy start in accordance with legislation and retain on file	Included	Included	Included
Taking meter readings for utilities and services and passing this onto the relevant provider.	Included	Included	Included
Submit deposit payment to regulated scheme provider within timescale	Included	Included	Included
Obtain deposit certificate and retain on file	Included	Included	Included
Six-Month Rent Protection Policy	n/a	Included	Included

Additional Fees and Charges	Silver	Gold	Platinum
Referencing Guarantor (where required) to include: Meeting with Guarantor to complete application paperwork, obtain proof of address and ID documentation, carry out financial credit checks and other relevant information to assess affordability. Report to Landlord results of Guarantor application and draw up Guarantor Deed and have signed and witnessed	£60.00 + VAT	£60.00 + VAT	£60.00 + VAT
Referencing each additional Tenant applicant (where required) to include: Meeting with applicant to complete application paperwork, obtain proof of address and ID documentation (for Right to Rent Checks), carry out financial credit checks and other relevant information to assess affordability. Report to Landlord results of application and draw up Right to Occupy agreement or made necessary changes to existing Tenancy Agreement.	£60.00 + VAT	£60.00 + VAT	£60.00 + VAT
Renewal of Tenancy Agreement - Review rent in accordance with market condition and negotiate with Landlord and Tenant, draw up new Tenancy Agreement and arrange to have signed, direct tenant to make payment change as appropriate (including chasing increased payments) and serve prescribed notices including that relating to Deposit.	£70.00 + VAT	Included	Included
Negotiate a rent review with an existing tenant who is on a Statutory Periodic Tenancy, direct tenant to make payment change as appropriate (including chasing increased payments). Includes serving of Section 13 notice with proof of service retained on file.	£50.00 + VAT	Included	Included
Service Section 8 or Section 21 notice to the tenant where required. Proof of service retained on file for future use.	£50.00 + VAT	Included	Included
Check-out vacating Tenant to include final inspection against inventory, report to Landlord on findings, negotiate and claim against deposit for dilapidations	£70.00 + VAT	Included	Included
Preparation, completion and submission of evidence paperwork in relation to a Deposit Dispute relating to a claim between the Landlord and the Tenant.	£75.00 + VAT	£75.00 + VAT	£75.00 + VAT
Advise on Non-Residential-Landlord tax status and make HMRC deductions - To remit and balance the financial return to HMRC quarterly and respond to any specific query (if required)	£50.00 + VAT per annum/property	Included	Included
Preparation and presentation of annual rent statement including any deductions for income tax purposes.	£50.00 + VAT	Included	Included
Additional property visits at Landlords request - To attend for a specific request such as disputes, additional visits to monitor the property (including void periods) - Includes reporting	£25.00 + VAT per visit	£25.00 + VAT per visit	£25.00 + VAT per visit
Late Inventory Fee - If the property is not ready to carry out an inventory at least 48hours prior to an agreed tenancy start and has to be carried out at short notice.	At Least £50.00 + VAT	At Least £50.00 + VAT	At Least £50.00 + VAT
Completion and submission of N5/N5B Claim For Possession paperwork to County Court (excluding court fees)	£125.00 + VAT	£125.00 + VAT	£125.00 + VAT
Court Attendance (plus travel expenses)	£25.00 + VAT per hour	£25.00 + VAT per hour	£25.00 + VAT per hour
Other non-contractual requests - For requests made by a Landlord that is outside of the scope of the Management Agreement (plus costs)	£25.00 + VAT per hour	£25.00 + VAT per hour	£25.00 + VAT per hour
Out of hours - For requests made by a Landlord that is outside of normal working hours and the scope of the Management Agreement (plus costs)	£45.00 + VAT per hour	£45.00 + VAT per hour	£45.00 + VAT per hour
Pre-Tenancy Termination Fee - If the Landlord terminates the agreement prior to the start of a Tenancy (see management agreement for details)	Up to £100.00 + VAT	Up to £100.00 + VAT	Up to £100.00 + VAT
Mid-Tenancy Termination Fee - If the Landlord terminates the agreement during a tenancy and wishes to retain the existing Tenants	One months rent + VAT	One months rent + VAT	One months rent + VAT

"I have only good things to say about Rent Rent Rent. After initially being worried about my previous tenants moving out just before xmas & me having an empty property on my hands, they worked their socks off to advertise & get people through the door to view. Now rented, they keep me updated with regular check ups on the property & continue to give an intimate service. Massive thumbs up!" – **Lincoln Landlord(recommended by Tenants)**

Brilliant, thanks for all your hard work" – **Newark Landlord**

"Nick Bell has a professional and supportive attitude to landlord and tenant and a good solid background in property and its management. I can highly recommend Rent Rent Rent" – **Newark Landlord**

"Rent Rent Rent Let both our properties in record time!" - **Newark Landlord**

"I heard of Nick's company through my step daughter who started to rent one of his properties and as i had a house to let i asked him for details of how he worked.He came round to see me and explained the different services he offered and the cost of each one, he then left me all the details in writing so i could study them in my own time. I decided to let him handle my property and he kept me informed of all interest and viewings, He found me a tenant very quickly and he has dealt with any problems very quickly. I would have no problem in recommending his company to anyone." – **Newark Landlord (Recommended by Tenants)**

"Nick Bell and Rent Rent Rent have been such a refreshing change after the large, well-known lettings company who acted as my agent previously. From my initial enquiry through to contracts and day-to-day management, Nick has been friendly, efficient and flexible. Rent Rent Rent is providing a really personal service, keeping me informed exactly as I asked. I would strongly recommend them to any landlord or tenant who wants an agent that will truly work for them." – **Newark Landlord**

"RentRentRent were able to meet outside of normal working hours, quickly advertised the property and found a good tenant at a top price in a short space of time. Easy to deal with and flexible, would be very happy to recommend to other landlords and as and when the need arises we will use them exclusively. They ticked all the boxes." **Newark Landlord**

"Nick Bell found me excellent tenants and always bends over backwards to ensure they are happy, nothing is too much trouble. Rent Rent Rent continue to provide me with a prompt, personal, reliable service" - **Newark Landlord(Recommended by Tenants)**

Quickly settled in to my new home and I have to say this has been down to A) the efficient and professional manner yourself and Darren dealt with my application and B) how clean and presentable the apartment was in, it certainly made my life easier and I have very enviable friends of my new location! **Southwell Tenant**

Just want to pass on my thanks for the past 18 months. From the easy and seamless initial transaction, especially in such a short space of time. Throughout the tenancy agreements I have been very pleased with the level of service/communication and honesty. Seldom do you get, in letting agents, such a positive outlook with a personal addition. As you know, I have recommended your services, and will continue to do so. Thanks once more. **Newark Tenant**

Ask discussed on the phone I would like to give my months notice from today. I would to say thank you to yourself and Nick for making this tenancy straightforward and enjoyable I have been very comfortable here and would not hesitate in recommending you to friends and colleagues. **Lincoln Tenant**

Dear Darren and Nick, Just a quick email to say thank you for helping our house move go so smoothly. You were helpful, professional and organised throughout and head and shoulders above the many other letting agents we have dealt with over the years. **Collingham Tenants**

Darren, Thanks for instilling the warm fuzzy feeling in us! Cheers **Fernwood Landlord**

*Landlord*  
**TESTOMINALS**





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**MARKETING CONSENT  
IMPORTANT INFORMATION FOR LANDLORDS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**Marketing/Newsletters**

We take your privacy seriously and will only use your personal information to provide the products and services you have requested from us.

We hope you see the value in being kept informed of changes to the Private Rented Sector and as such we would like to send you further information about new products and services from ourselves or our trusted partners which will help you meet your obligations as a Landlord.

We will not pass your personal information to any third parties other than those that you have expressly given consent for us to do so.

If you consent to us contacting you for this purpose, please **circle** to say how you prefer us to contact you:

Email

Telephone

Text

Post

**I understand my personal information will only be processed as detailed in this document.**

**I acknowledge I am able to opt out of this at any time by sending an email to [info@rrrlettings.co.uk](mailto:info@rrrlettings.co.uk)**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Data Protection**

Rent Rent Rent Lettings Ltd is fully compliant with both the Data Protection Act (DPA) 1988 and the General Data Protection Regulation (GDPR) 2018 and is registered with the Information Commissioners Office (ICO) under registration number Z1897294. If you wish to change your consent you can do so at any time by sending an email to [info@rrrlettings.co.uk](mailto:info@rrrlettings.co.uk). Rent Rent Rent Lettings Ltd will only use your information as set out in this document.