

Administration of Nationwide Accident Repair Services Limited and its group companies

Landlord FAQs

Historic debts/ Unsecured claims

What happens to historic/ unpaid rent (including service charge and insurance)?

If there are rental arrears or other for the period of occupation prior to the date of our appointment (3rd September), these will be an unsecured claim against the administration. Creditors are able to submit a claim in respect of this. Creditors must submit claims and supporting documents via the Turnkey (IPS) online portal. Your unique login details will have been sent to you separately by post but please let us know if you have not received these (or no longer have these details). Due to the Firm's risk procedures we are unable to provide login details electronically.

In regards to timeframes for unsecured claims...

It is not possible to tell how long this process will take as this depends on the level of claims, amongst other factors. The process is however, likely to be a number of months. A notice of intended dividend will be sent to all potential known creditors of the company when nearing completion of the process at which point creditors will have 21 days to submit final claims.

Invoicing and payment questions

For what period shall I continue to get paid?

If your property is subject to the Licence to Occupy granted to the purchaser, you will be paid rent from the date of administration until the date the purchaser vacates the property (at which point you will be notified) or the lease is transferred. Payments will be made monthly in arrears.

When am I going to get paid?

You will be paid monthly in arrears as long as you have submitted a valid VAT invoice before the end of the calendar month. We will endeavour to make payment within 10 days of the month end.

What requirements are there for invoices to be processed?

Please provide invoices as set out in the initial landlord letter. The requirements are:

- A valid VAT invoice addressed to the Company which holds the lease, including 'in administration'
- Please note the first period is expected to be from the end of September to the end of October - all subsequent invoices should be monthly
- Invoice to specify the address of the property to which the invoice relates
- Confirmation of bank account details provided on headed paper (unless shown on the invoice)
- Invoices show the Net, VAT and Gross amounts
- Invoices should ideally show the split of rent, service charge, insurance and utilities (if applicable and if not provided as separate invoices)
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Do you accept applications for payment?

No, all requests for payment must be in the form of a valid VAT invoice in order to be processed for payment.

What address shall we put for rent invoices from now? Which email address should we use to send the invoices and other information requested?

Please use uk_nationwide_landlords@pwc.com to submit your invoices for future payments. Information in relation to any unsecured claim you might have in the administration, this should be submitted via the IPS Turnkey Creditor Portal (more detail has been).

Please ensure that the invoice is addressed to the Company, including 'in administration'.

If you need an address for your invoices, this can be updated to
c/o PwC LLP
Central Square
29 Wellington Street
Leeds
LS1 4DL

Legal actions and LTO questions

Please can you provide a copy of the licence to occupy that has been provided to the purchaser?

Unfortunately not, the Licence to Occupy is part of the Sales and Purchase Agreement which is a confidential agreement between the joint administrators and the purchaser.

Who do I talk to about re-assigning the lease?

Please contact the purchaser directly.

There are clauses in the original lease that prohibits the assignment, transfer, sharing or parting with possession or occupation of the Property. The grant of any form of licence to occupy the Property appears to be a clear breach of this provision?

A moratorium is in place due to the company entering into administration. The Administrators have granted a licence to occupy to the purchaser in order to allow them time to make contact with the landlord and agree the terms of their ongoing occupation of the property. As explained in our letter to landlords, rent and associated costs for the period of the purchaser's occupation of the property post appointment will be paid as an expense of the administration.

Glossary:

LTO = Licence to Occupy (the licence provided to the purchaser for their continued use of the property in order to give them time to renegotiate a new lease)

Purchaser = RunMyCar Limited, a subsidiary of Redde Northgate plc

Administrator = Rachael Wilkinson