

LANDLORD FEES SCHEDULE



FEES AND CHARGES

MANAGEMENT SERVICES:

We offer two levels of management to clients, both of which are charged at a percentage rate of the rental value achieved for the property.

COMMISSION RATES EXPLAINED:

Full Management Plus: 16.8% (inc vat at 20%) of the monthly rent collected

Full Management: 14.4% (inc vat at 20%) of the monthly rent collected

Example 1: Full Management Plus

Rent: £1000.00 per calendar month:

Commission at 16.8% inc vat = £168.00 per month: (£140.00 + £28.00 vat)

£1000.00 - £168.00 = £832.00 payment made to Landlord per month

Example 2: Full Management

Rent: £1000.00 per calendar month:

Commission at 14.4% inc vat = £144.00 per month: (£120.00 + £24.00 vat)

£1000.00 - £144.00 = £856.00 payment made to Landlord per month

START OF TENANCY FEES:

LAND REGISTRY CHECK: £12.00 inc vat at 20%

To confirm property ownership if relevant documents cannot be supplied to Stepping Stones.

DOCUMENTATION FEE: £240.00 inc vat at 20%

For the provision of the Tenancy Agreement & Inventory as well as the completion of all documentation required in order to comply with the current deposit protection regulations. This fee becomes due the day each new tenancy commences (not renewals).

DEPOSIT REGISTRATION FEE: £60.00 inc vat per annum.

To register landlord and tenant details and protect the security deposit with a Government authorised scheme

To issue the tenant(s) and landlord(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy.

DURING TENANCY FEES:

TENANCY RENEWAL FEE:

£180.00 inc vat at 20% (periodic renewal)

For the completion of all documentation required in order to comply with current deposit regulations. Negotiation of tenancy renewal.

£180.00 inc vat at 20% (fixed term renewal)

For the completion of all documentation required in order to comply with current deposit regulations and the provision of new Tenancy Agreements and other paperwork legally required to be issued upon tenancy renewals, including (but not limited to) the Governments "How to Rent Guide", EPC & gas safety certificates (where applicable). Negotiation of tenancy renewal.

DISPUTE MANAGEMENT FEE:

£180.00 inc vat at 20%

For the completion of all necessary paperwork on behalf of the Landlord in response to a dispute raised regarding deductions from a deposit after the check out has been finalised.

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

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INDEPENDENT REDRESS:

www.tpos.co.uk



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COURT ATTENDANCE:

£240.00 inc vat at 20% per day, or part thereof.
For the appearance before the court or tribunal by special arrangement on behalf of the Landlord.

CANCELLATION FEE:

120% of annual commission (inc vat at 20%)
In the event that this agreement is cancelled by the landlord during the period of a tenancy then an administration charge is payable. The charge will be equal to 12 months commission plus vat at the current rate, which is dependent on the level of management service provided:

Example:

Rent: £1000.00 per calendar month
Commission at 10% + vat = £120.00 per month:
£120.00 per month x 12 months = £1440.00 (£1200.00 + £240.00 vat at 20%)

Landlord Withdrawal Fees (before move-in): £120 (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.

TENANT FIND & INSTALL SERVICE:

If you are planning on handling the ongoing management of the tenancy without the assistance of Stepping Stones, the fee to locate, reference the tenant(s) and complete all legal documentation is £1,200.00 (inc vat) or one month's rent plus vat, whichever is the greater.

RENT COLLECTION SERVICE:

9.6% (inc vat at 20%) of the monthly rent collected

Example: Rent Collection

Rent: £1000.00 per calendar month:
Commission at 12% inc vat = £120.00 per month: (£100.00 + £20.00 vat)
£1000.00 - £120.00 = £880.00 payment made to Landlord per month

DEPOSIT REGISTRATION FEE: £60.00 inc vat per annum.
To register landlord and tenant details and protect the security deposit with a Government authorised scheme

To issue the tenant(s) and landlord(s) with the Deposit Certificate and Prescribed Information within 30 days of the start of the tenancy.

LAND REGISTRY CHECK: £50.00 inc vat at 20%

To confirm property ownership if relevant documents cannot be supplied to Stepping Stones.

TENANCY RENEWAL: £180.00 (inc vat 20%) OPTIONAL EXTRA

For the completion of all documentation required in order to comply with current deposit regulations and the provision of new Tenancy Agreements and other paperwork legally required to be issued upon tenancy renewals, including (but not limited to) the Governments "How to Rent Guide", EPC & gas safety certificates, where applicable.

INVENTORY FEES: £234.00 (inc vat at 20%) OPTIONAL EXTRA:

This will include a full Schedule of Condition & Inventory along with meter readings and photographs. If the property is furnished, a price to provide an inventory will be quoted separately.

NOTICE TO END TENANCY: £204.00 (inc vat at 20%) OPTIONAL

EXTRA: This would be to complete the relevant paperwork associated with a Section 21 or Section 8 notice to bring the tenancy to an end.

CHECK OUTS: OPTIONAL EXTRA

This will include a full check of the inventory, photographs and meter readings. The cost will depend on the size and furnishing of the property.

	UNFURNISHED	FURNISHED
1 OR 2 BEDROOMS:	£180.00 inc vat	£240.00 inc vat
3 BEDROOMS:	£216.00 inc vat	£252.00 inc vat
4 BEDROOMS:	£240.00 inc vat	£300.00 inc vat
5 BEDROOMS:	£270.00 inc vat	£330.00 inc vat
6 BEDROOMS:	£300.00 inc vat	£420.00 inc vat

CANCELLATION FEE (before move-in): £120 (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.

Please ask a member of staff if you have any questions about our fees.

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LANDLORD FEE SCHEDULE:

STEPPING STONES

simply letting!

LEVEL OF SERVICE OFFERED:

	Tenant Find & Install:	Rent Collection:	Full Management:	Full Management Plus:
Provision of the Tenancy Agreement	✓	✓	✓	✓
Completion of all documentation to comply with the deposit protection rules	✓	✓	✓	✓
Full Schedule of Condition and Inventory	X	✓	✓	✓
Letting & Management Fee:				
Development of marketing material	✓	✓	✓	✓
Floor plans	✓	✓	✓	✓
Development of property advert on property portals and in the local press & media	✓	✓	✓	✓
Erect a To Let board outside property in accordance with Town & Country Planning Act 1990	✓	✓	✓	✓
Accompanied property viewings	✓	✓	✓	✓
Full referencing of prospective tenants	✓	✓	✓	✓
Update of Schedule of Condition & Inventory at each tenancy change	X	✓	✓	✓
Provide guidance on compliance with statutory provisions and letting consents	✓	✓	✓	✓
Ensure all relevant safety checks have been undertaken as per client instruction	✓	✓	✓	✓
Pre-tenancy check of property	✓	✓	✓	✓
Risk assessment for Legionella	X	✓	✓	✓
Smoke alarm and carbon monoxide check on day each tenancy commences	✓	✓	✓	✓
Collect and remit the monthly rent received	X	✓	✓	✓
Provide monthly rent statements of account	X	✓	✓	✓
Pursue non-payment of rent and provide advice on rent arrear actions	X	✓	✓	✓
Deduct commission and other works from the monthly rent collected	X	✓	✓	✓
Provide annual statements of account	✓	✓	✓	✓
Advise on non-resident tax status and HMRC (where applicable)	✓	✓	✓	✓
To remit and balance the financial return to HMRC quarterly - and respond to any specific query relating to the return from the Landlord or HMRC	X	✓	✓	✓
Advise all relevant utility providers of changes in tenancies	X	✓	✓	✓
Undertake two inspection visits per year and notify Landlord of the outcome	X	X	✓	✓
Arrange routine repairs and instruct approved contractors	X	X	✓	✓
Hold keys throughout the tenancy term	X	X	✓	✓
To attend the property for specific requests such as monitoring the tenancy or maintenance linked visits	X	X	✓	✓
Arranging access and assessing costs with contractors	X	X	✓	✓
Ensuring work has been carried out in accordance with the specification of work	X	X	✓	✓
Retaining any warranty or guarantee as a result of any works where applicable	X	X	✓	✓
Review of the rent value in accordance with current prevailing market conditions and advise the Landlord accordingly.	X	✓	✓	✓
Negotiate with tenants where necessary	X	✓	✓	✓
Instructing tenants to make payment changes as appropriate	X	✓	✓	✓
Contract negotiation, amending and updating terms and arranging tenancy renewals	X	X	✓	✓
Schedule check outs with tenants and attend and conduct check out	X	X	✓	✓
Negotiate with Landlord and tenant and disbursement of the dilapidation deposit	X	X	✓	✓
Return deposit as agreed with landlord and tenant to relevant parties	✓	✓	✓	✓
Unprotect security deposit	✓	✓	✓	✓
Instruct contractors; obtain quotes; organise repairs/replacement/cost of any broken or missing items at check out	X	X	✓	✓
Arrange rent protection and legal expense cover for all tenancies	X	X	X	✓
Liaise with the insurance provider for any claim as necessary	X	X	X	✓
Court attendance if required	X	X	X	✓