

STEPS

Estate Agents

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

CLIENT MONEY PROTECTION
(CMP) PROVIDED BY: ARLA



INDEPENDENT REDRESS
PROVIDED BY: TPOs



FEES TO: LANDLORDS

www.steps.me.uk

LEVEL OF SERVICE OFFERED:

Tenant find: £1200.00 (Inc VAT)	Rent collection: 12.5% of rent (Inc VAT)	Fully managed: 15% of rent (Inc VAT)
<p>INCLUDES:</p> <ul style="list-style-type: none"> • Collect and remit initial months' rent received • Agree collection of any shortfall and payment method • Provide tenant with method of payment • Deduct any pre-tenancy invoices • Make any HMRC deduction and provide tenant with the NRL8 (if relevant) 	<p>INCLUDES:</p> <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Deduct commission and other works • Pursue non-payment of rent and provide advice on rent arrears actions • Make any HMRC deduction and provide tenant with the NRL8 (if relevant) • Deposit Registration Fee 	<p>INCLUDES:</p> <ul style="list-style-type: none"> • Collect and remit the monthly rent received • Pursue non-payment of rent and provide advice on rent arrears actions • Deduct commission and other works • Deposit Registration Fee • Undertake two inspection visits per annum and notify landlord of the outcome • Arrange routine repairs and instruct approved contractors (providing two quotes) • Make any HMRC deduction and provide tenant with the NRL8 (if relevant)

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

- Setup Fee (Landlords Share): £ 350 (inc VAT) - (£100 payable upfront to begin references)
- Agree the market rent and find a tenant in accordance with the landlord guidelines;
 - Advise on refurbishment
 - Provide guidance on compliance with statutory provisions and letting consents
 - Carry out accompanied viewings (as appropriate)
 - Market the property and advertise on relevant portals
 - Erect board outside property in accordance with Town and Country Planning Act 1990
 - Advise on non-resident tax status and HMRC (if relevant)

Inventory Fee (landlords share) See attached Schedule
Dependent on the number of bedrooms and/or size of the property and outbuildings

...(continued)

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ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Deposit Registration Fee:	£ 60.00 (inc VAT)
<ul style="list-style-type: none">Register landlord and tenant details and protect the security deposit with a Government-authorised SchemeProvide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	
Additional property visits:	£ 50.00 (inc VAT)
<ul style="list-style-type: none">To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Licence arrangement fee	£180 including vat
<ul style="list-style-type: none">Includes attendance of licence compliance visit	
Submission of non-resident landlords receipts to HMRC	£ 60.00 (inc VAT) quarterly
<ul style="list-style-type: none">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	
Arrangement Fee for works over £ 200.00:	12 % of net cost
<ul style="list-style-type: none">Arranging access and assessing costs with contractor;Ensuring work has been carried out in accordance with the specification of worksRetaining any warranty or guarantee as a result of any works	
Arrangement fee for refurbishments over £ 2,000	6% of net cost
<ul style="list-style-type: none">Arranging access and assessing costs with contractor;Ensuring work has been carried out in accordance with the specification of worksRetaining any warranty or guarantee as a result of any works	
Obtaining more than two contractors quotes	£ 30.00 (inc VAT) per quote
Renewal Fee	£240.00 (inc VAT)
<ul style="list-style-type: none">Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Check In/out Fee	£ 40.00 (inc VAT)
<ul style="list-style-type: none">Agree with tenant check out date and time appointmentInstruct inventory provider to attendNegotiate with landlord and tenant any disbursement of the security depositReturn deposit as agreed with landlord and tenant to relevant partiesRemit any disputed amount to Scheme for final adjudicationUnprotect security depositInstruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items	
Court Attendance	£ 120.00 (inc VAT) per hour

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

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