

Fees to: Tenants

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF
BEFORE YOU MOVE IN:

• **Reference Fee** **£75.00 inc vat per tenant**

Referencing includes identity, financial credit checks, obtaining references from current or previous employers and landlords and any other relevant information to assess affordability and suitability.

Guarantor Reference Fee **£75.00 inc vat per guarantor (if required)**

Guarantor deed **£50.00 inc vat per deed**
Preparing a Deed of Guarantee as part of the Tenancy Agreement

• **Application Fee** **£100.00 inc vat for Individual tenant**
(upon successful referencing)

Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement, arranging and attending check in, sending check in utility letters, taking check in photographs.

Permitted Occupier Reference Fee **£75.00 (inc VAT) per permitted occupier.**
Referencing includes identity, financial credit checks, obtaining references from current or previous landlords and any other relevant information to assess affordability and suitability.

Check-in Fee **£ No extra charge**

Preparing an Inventory and Schedule of Condition (if requested by landlord) of the property, explaining how appliances function and taking meter readings for utilities and services.

Failed check in Fee (tenant's share) **£ 30.00 inc VAT**
Resulting in further appointment being booked

Registering Deposit **£ No extra charge**
Registering the deposit with the deposit protection scheme.

Pet Deposit **£100.00 per pet**
Additional security deposit above the usual deposit amount to cover the added risk of property damage.

Pet Agreement **£30.00 inc VAT (per agreement)**

To cover the added risk of property damage in detail.

DURING YOUR TENANCY:

- **Amendment Fee** **£60.00 (inc VAT per amendment)**

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy, **this includes Surrender Notices.**

- **Renewal Fee (tenant's share)** **£50.00 (inc VAT)**

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

ENDING YOUR TENANCY:

- **Check out Fee (tenant's share)** **£ No extra charge**

- **Failed check out Fee (tenant's share)** **£ 30.00 inc VAT**
Failed check out resulting in further appointment being booked

- **Future Landlord Reference Fee** **£25.00 (inc VAT) per reference request**
Collating information and preparing a reference for a future landlord or letting agent

OTHER FEES AND CHARGES:

- **Lost keys/Security Item** **£30.00 (inc VAT) plus item cost**

Obtaining necessary permissions, sourcing providers and travel costs

- **Out of Hours Services** **£78.00 per hour (inc VAT) plus any actual costs incurred**

Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate

- **Unpaid Rent / Returned Payments** **£30.00 (inc vat) per letter sent**

- **Interest on Unpaid Rent** **3% above Bank of England Base Rate from date due**

- **Professional Cleaning (if required)** **£15.00 (inc VAT) per hour**
Can be deducted from the deposit. Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.