



# Fees to Tenants

## BEFORE YOU MOVE IN

### **Administration Fee for the first applicant\*** **£175.00 (inc VAT) for one tenant**

Referencing for each person applying (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

### **Additional Tenant Fee\*** **£50 (inc VAT) per tenant**

Processing the application, associated paperwork and referencing.

### **Guarantor Fee\* (if required)** **£50 (inc VAT) per guarantor**

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement.

### **Permitted Occupier Fee\*** **£75 (inc VAT) per permitted**

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

### **Pet Deposit** **Non-returnable (in addition to Security Deposit)** **£60 (inc VAT)**

To cover the added risk of flea and/or insect infestation. This is a non-returnable charge.

## DURING YOUR TENANCY

### **Amendment Fee** **£144 (inc VAT)**

Contract negotiation, amending terms, updating your tenancy agreement during your tenancy and re-registering the deposit.

### **Renewal Fee (at a tenant's request)** **£120 (inc VAT)**

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

## ENDING YOUR TENANCY

### **Early Termination Fee**

Should a tenant wish to terminate their contract prior to the fixed term of the tenancy expiring, provided the Landlord has given consent, they will become responsible for payment of the re-letting fees. Rent will also be payable until a new tenant takes over the tenancy.

## OTHER FEES AND CHARGES

### **Out of Hours Services**

#### **£60 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 Interest at 4% above Bank of England Base Rate from date due

A charge will be made to the Tenant each time a payment fails to clear of £27.50 (inc VAT)

An administration charge will be made for each written reminder for overdue rent £15.00 (inc VAT)

If the Landlord/Agent writes to the Tenant as a direct result of a breach of any of the covenants on the part of a tenant, an administration charge will be payable by the tenant of £15.00 (inc VAT)

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

\*non-refundable should you decide to withdraw your application.