

FEES TO: TENANTS



Pre Tenancy Fees (all fees are inclusive of VAT unless otherwise stated)

Referencing / Set Up Fee - £200.00 for each tenant

Checking identity, Home Office Right to Rent checks, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability. Contract negotiations (amending and agreeing terms) plus arranging the tenancy and agreement

Additional Tenant Fee - £200.00

Processing the application, associated paperwork and referencing

Guarantor Fee - £200.00

Covering credit referencing and preparing a Deed of Guarantee as part of the tenancy agreement

Permitted Occupier Fee - £150.00

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and documentary guidance and assistance during the tenancy

Inventory & Check In Fee - £200.00

Preparing an Inventory & Schedule of Condition of the property plus taking meter readings for utilities and services

Tenancy Deposit

A deposit equivalent to 1 month's rent plus £100.00 will be taken at the commencement of the tenancy

Mid and Post Tenancy Charges (all fees are inclusive of VAT unless otherwise stated)

Tenancy Amendment Fee – £90.00

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

Tenancy renewal Fee – £90.00

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy – Note: adding a new tenant will incur another referencing/set up fee

Changing a Tenant during a Tenancy Period - £150.00

Applicable for the changing, removing or adding of a new tenant during a fixed period of tenancy

Renewal of References – £90.00

This can be imposed if a tenant has regularly failed to meet their commitment under the terms of the tenancy agreement with regards to the payment of rent

Managing Agent Reference – £36.00

Collating information and preparing a reference for a future landlord or letting agent

Check Out Fee – £50.00

Attending the property to undertake an updated Schedule of Condition based on the original Inventory and negotiating the repayment of the tenancy deposit

CHARGES FOR BREACH OF TENANCY

Arrears/late Payment of Rent - £36.00

Failed payments (where a reminder letter is sent)

Interest charged on all arrears 8% (plus VAT) over the bank base rate of NatWest Bank Plc at the time from the date of arrears

Failed access for inspections - £15.00 per failed visit

This will be charged in the event we have not been able to access a property to carry out an interim or other inspection as scheduled

Court Proceedings – To be advised

Should it become necessary to prepare and issue documents for court proceedings and/ or the provision of court and / or bailiff attendance fees to tenants will be advised in advance

OTHER FEES & CHARGES

Lost Security Items - £24.00 (plus item cost)

Replacement of locks, keys, fobs etc

Out of Hours Service - £24.00 per hour

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

Professional Cleaning - £24.00 per hour

Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy

If you have any questions regarding any of the information contained in this document or to discuss any of the Fee or Charges listed above, please feel free to talk to a member of staff

