

# Fees to Tenants

If you have any questions on our fees, please ask a member of staff

BEFORE YOU MOVE IN:	Cost:
<b>Set up fee (tenant's share)</b> Referencing for one tenant (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	£325.00 (inc VAT)
<b>Additional Tenant Fee</b> Processing the application, associated paperwork and referencing	£125.00 (inc VAT) per tenant
<b>Guarantor Fee</b> Covering credit referencing and preparing a Guarantor Agreement	£125.00 (inc VAT) per guarantor (if required)
<b>Permitted Occupier Fee</b> Covering credit referencing and 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	£125.00 (inc VAT) per permitted occupier
<b>Pet Deposit</b> Where the landlord allows, to cover the added risk of property damage. This will be protected with your security deposit in a Government-authorized scheme and may be returned at the end of the tenancy	Returnable additional Security Deposit of £150.00
<b>Contract Amendment Fee</b> Where the Tenancy Agreement has been issued, a requested amendment to information provided by the Tenant has to be made.	£60.00 (inc VAT)
DURING YOUR TENANCY:	Cost:
<b>Amendment Fee</b> Contract negotiation, amending terms and updating your tenancy agreement during your tenancy	£60.00 (inc VAT)
<b>Renewal Fee (tenant's share)</b> Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	£90.00 (inc VAT)
ENDING YOUR TENANCY:	Cost:
<b>Check out Fee (tenant's share taken at the commencement of the tenancy)</b> Contribution for attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s). If the check-out is delayed due to the non-surrender of the property then a further charge of £54 (inc VAT) will be levied Charge for supervising the reinstatement of dilapidations £54 Min or 12% (inc VAT) of the landlords claim, whichever greater (Example: claim total £500 X 12% = £60) If the landlords claim is accepted without dispute then this charge will be waived	£120.00 (inc VAT)
<b>Supervised retrieval of items from the property (post tenancy)</b>	£54.00 per hour (inc VAT)
<b>Return of overpaid rent (post tenancy)</b>	£30.00 (inc VAT)
<b>Future Landlord Reference Fee</b> Collating information and preparing a reference for a future landlord or letting agent	£30.00 (inc VAT) per reference request
OTHER FEES AND CHARGES:	Cost:
<b>Lost Security Items</b> Obtaining necessary permissions, sourcing providers and travel costs	£60.00 (inc VAT) plus item cost
<b>Missed Appointment or Locked Out (call out fee)</b> Where an arranged appointment is missed by the tenant or for attending the property to allow access	£30.00 (inc VAT)
<b>Out of Hours Services</b> 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	£75.00 per hour (inc VAT) plus any actual costs incurred
<b>Charge for writing to a Tenant in respect to a Tenancy breach</b>	£30.00 (inc VAT)
<b>Copying Documents</b> Cost of copying documents including inventories	£30.00 (inc VAT)
Unpaid Rent / Returned Payments	Interest at 8% above Bank of England Base Rate from date due