Tenant
Default Charges V01062019

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

BEFORE YOU MOVE IN:	Tenancies commencing after 1st June 2019	Non Housing Act Tenancies and Company Letting
Set up fee (tenant's share) 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	None	£180.00 (inc VAT) per applicant
Additional Tenant or Guarantor Fee Covering credit referencing and preparing a Agreement/Guarantor Agreement	None	£100.00 (inc VAT) per person (if required)
Pet Deposit Where the landlord allows, to cover the added risk of property damage.	None	Returnable additional Security Deposit of £150.00
Contract Amendment Fee Where the Tenancy Agreement has been issued, a requested amendment to information provided by the Tenant has to be made.	None	360.00 (inc VAT)

DURING YOUR TENANCY:		
Variation of Contract at the Tenant's Request If you request a change to the terms of your Tenancy after it has commenced a £50 (inc VAT) per agreed variation will be payable. This is to cover the costs associated with obtaining the Landlords instructions, preparing the document and its execution.	£50.00 inc VAT or any reasonable costs (if greater)	£180.00 inc VAT plus referencing (if applicable)
Renewal Fee (tenant's share) Charge for Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	None	£90.00 (inc VAT)
Unpaid Rent In the event that rent is not paid on the date specified in the contract and remains unpaid	3% above the Bank of England Base Rate from Rent Due Date until paid. This will not become due until the rent is more than 14 days in arrears.	8% above the Bank of England Base Rate from Rent Due Date until paid.

ENDING YOUR TENANCY:		Cost:
Check out Fee (tenant's share taken at the commencement of the tenancy) 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	None Delayed Appointment (Contractors Invoice)	£120.00 (inc VAT)
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	Apply	Apply
Supervised retrieval of items from the property (post tenancy)	As Above	£54.00 per hour (inc VAT)
Future Landlord Reference Fee Collating information and preparing a reference for a future landlord or letting agent		£30.00 (inc VAT) per reference request
Return of overpaid rent (post tenancy)	None	£30.00 (inc VAT)
Early Termination of your Tenancy We must inform you that should you wish to terminate the tenancy early and the Landlord agrees, you will be responsible for paying the Landlord's reasonable set up fees in securing a new tenant (see our website for our current setup charges) and the rent until a new tenancy begins or to the end of your agreement, whichever is the sooner.	Apply	Apply

OTHER FEES AND CHARGES:		Cost:
Lost Keys or other Security Items You will be liable to the actual cost of replacing any lost key(s) or other security device(s). If as a result of the loss, locks also needing to be replaced, the actual costs of carrying out the replacement, replacement lock and keys for the Tenant, Landlord and any other persons requiring keys will be charged to you. If the work is required out of office hours an additional charge of £15 per hour (inc VAT) will be payable	Actual cost of item(s) Plus, Out of Hours charge of £15.00 per hour (where applicable)	£60.00 (inc VAT) plus item cost
Missed Appointment or Locked Out (call out fee) Where an arranged appointment is missed by the tenant or for attending the property to allow access	Contractors invoice (where applicable)	£30.00 (inc VAT)
Out of Hours Services 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	None	£75.00 per hour (inc VAT) plus any actual costs incurred

Charge for writing to a Tenant in respect to a Tenancy breach	None	£30.00 (inc VAT)
Copying Documents Cost of copying documents including inventories	Service not available	£30.00 (inc VAT)