



## FEES TO TENANTS:

### BEFORE YOU MOVE IN:

1. **Tenancy application and tenancy set up fee** (payable by each tenant applying for the tenancy), this fee covers our referencing process: identity, financial credit checks, obtaining references from current and previous employers/landlords and any other information enabling us to assess that you can afford the rent), negotiating and agreeing terms of the tenancy agreement and setting up the tenancy agreement. **£108 (including VAT) per tenant; this fee is not refundable**
2. **Guarantor Fee** is payable only when a guarantor is required to cover our cost for checking guarantors references, (credit check, employment status, residency status and preparing a Guarantee Deed as part of the Tenancy Agreement. **£108 (including VAT) per guarantor (if required)**
3. **Accompanied Check-In Fee**- this fee covers our visit to the property with you on your move in day in order to go through the inventory and schedule of condition with you, take meter readings and answer any questions you may have with regards to the functioning of the appliances, etc. **–this fee depends on the size of the property :**
  - Single or double Room **£76**
  - Bedsit & studio: **£96**
  - 1 bedroom flat/house **£120**
  - 2 bedroom flat/house **£150**
  - 3 bedroom flat/house **£168**
  - 4 bedroom flat/house **£192**
  - 5 bedroom flat/house **£240**

### FEES DURING YOUR TENANCY:

4. **Tenancy Amendment Fee** (Contract Negotiation, amending terms of the tenancy agreement, changeover of tenants) **£120 (including VAT)**
5. **Tenancy Renewal Fee** (Contract Negotiation, amending terms of the tenancy agreement and arranging a further tenancy and agreement **£120 (including VAT)**

### ENDING YOUR TENANCY:

6. **Accompanied Check-Out Fee** – **NO charge (this fee is payable by the landlord)**
7. **Future Landlord Reference Fee** **£30 (including VAT)**  
Preparing a reference for a future landlord or agent

### OTHER FEES AND CHARGES:

8. **Out Of Hours Service** **£80 per hour (including VAT)** plus any actual cost incurred- this fee is payable by the tenant where tenant's actions result in the agent or agent's nominated contractor attending the property to remedy the situation.
9. **Unpaid rent / returned payments** – **If we have to send you a letter regarding late rent payment, a charge of £40 (including VAT) will be made for each letter sent**

**If you need any clarification on the above fees, please contact our office and we will be happy to explain/calculate and confirm the total amount due once we know your circumstances and number of tenants applying for a particular property.**

**Successful tenancy is subject to reference approval and subject to contract.**

# INFORMATION FOR PROSPECTIVE TENANTS

**RENT** The first months rent is payable in advance of the tenancy, thereafter the rent is payable calendar monthly in advance by one standing order. The rent, deposit, administration costs and check-in charges must be paid in cleared funds by the completion date and is exclusive of charges for telephone, gas, electricity, Council Tax and in most cases water rates.

**TERM** The minimum term is 6 months but most properties are let on an annual basis with an option to renew if agreeable with Landlord and Tenant. Break clauses are inserted into contracts by negotiation. Any tenancy of less than 6 months is considered a short term tenancy.

**DEPOSIT** The equivalent of six weeks rent is payable in advance of the tenancy.

The Deposit will be protected in one of the government approved Tenancy Deposit Schemes. It will be refunded after the termination of the tenancy once both parties have agreed any dilapidation charges (normally within 10 days).

**UTILITIES** The tenant is responsible for notifying the utility companies of the transfer of accounts.

**INSURANCE** The tenant is responsible for obtaining their own household insurance policy which we strongly recommend.

**T.V LICENCE** The tenant is responsible for paying the licence fee for any television set introduced by themselves to the property during the tenancy.

**INVENTORY** The Landlord pays for the initial inventory list to be drawn up, the tenant pays for the inventory to be checked at the commencement of the tenancy and the landlord pays for the inventory to be checked on the termination of the tenancy /if applicable

**REFERENCES** We will be required to take references on any prospective tenant which will be passed to our landlord client for approval. The reference sources below are necessary in order to complete on a rental property.

- 1) Credit check
- 2) References from Current Landlord
- 3) References from Current Employer (if your are employed)
- 4) References from Your Accountant (if you are self –employed)
- 5) References from your College/ University (if you are a student)

In addition to the above we are required by law to check your Identity and verify if you have a right to rent a property in the UK. We will therefore ask each applicant to provide a passport of which we will take a copy to keep on file. We will also ask you to provide a proof of your current address in a form of utility bill, driving licence, bank statement or Council Tax bill.