**Fees to Tenants**

**BEFORE YOU MOVE IN:**

**Reference fee (tenant’s share) £114.00 (inc VAT) for up to two tenants**

**Referencing up to two tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability).**

**Additional Tenant Fee £57.00 (inc VAT) per tenant**

**Processing the application, associated paperwork and referencing**

**Set up Fee 30% of 1st Month’s rent ( inc VAT)**

**Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.**

**Guarantor Fee £30.00 (inc VAT) per guarantor (if required)**

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

**Permitted Occupier Fee £0.00 (inc VAT) per permitted occupier**

**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**

**Accompanied Check-in Fee £0.00 (inc VAT)**

**Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services**

**Pet Deposit Returnable additional Security Deposit of £100.00**

**To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy**

**DURING YOUR TENANCY:**

**Amendment Fee £0.00 (inc VAT)**

**Contract negotiation, amending terms and updating your tenancy agreement during your tenancy**

**Renewal Fee (tenant’s share) £0.00 (inc VAT)**

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

**ENDING YOUR TENANCY:**

**Check out Fee (tenant’s share) ( No VAT applicable)**

**Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)**

**Check Out Fee depending on size of property (Standard Property)**

**Studio/One/Two Bedroom £45.00, Three Bedroom £55.00,**

**Four Bedroom £60.00, Five Bedroom £65.00**

**Larger and non-standard properties will be quoted for prior to viewing**

**Future Landlord Reference Fee £0.00 (inc VAT) per reference request**

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

**OTHER FEES AND CHARGES:**

**Lost Security Items £0.00 (inc VAT) plus item cost**

**Obtaining necessary permissions, sourcing providers and travel costs**

**Out of Hours Services £0.00 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 8% above Bank of England Base Rate from date due**

**Professional Cleaning (if required) £20.00 (in VAT) per hour which will be deducted from the Security Deposit**

**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 ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**