

## EXISTING ASSURED SHORTHOLD TENANCIES (ASTS) AND ALL ASSURED TENANCIES

We would like to provide clarity of the fees that may become payable when you apply to rent a property through our agency.

<b>Before you move in:</b>	<b>Price including VAT</b>
<b>Fee and Explanation</b>	
Set-up Fees (Tenant's Share): £240 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, 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 signing of the tenancy agreement.	£240 first two tenants  £60 per additional tenant
Guarantor Fees: £60 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).	£60
Permitted Occupier Fees: £60 (inc. VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.	£60
A Tenancy Amendment Fee is payable when applicable, which covers the cost of administration and/or re-referencing if there is a tenancy change	£120
A Tenancy Extension Fee is payable by the applicant which covers the cost of preparing a new Tenancy Agreement in respect of the property.	£60
Check-in Fees: £60 (inc. VAT) per tenancy. Welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test that all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory.	£60
A Saturday Check In Premium is payable per property if outstanding rent/deposit monies and tenancy paperwork is signed on a Saturday.	£120
Pet Deposit: Additional Security Deposit of £200 To cover the added risk of property damage. This will be protected with your security deposit in government- authorised scheme and may be returned at the end of the tenancy.	£200
<b>During your tenancy:</b>	<b>Price including VAT</b>
<b>Fee and Explanation</b>	
Renewal Fees (Tenant's Share): £60 (inc. VAT) per tenancy Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.	£60
Variation of Contract Fees: £120 (inc. VAT) per request. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.	£120
Change of Sharer Fee: £300 (inc. VAT) per replacement tenant. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.	£300
<b>Ending your tenancy:</b>	<b>Price</b>

<b>Fee and Explanation</b>	<b>including VAT</b>
Check out Fee (Tenant's Share): £30 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.	£30
Early Termination: £600 (inc. VAT) per tenancy plus all rent due under the tenancy until the start date of the replacement tenancy. Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property. These costs will be no more than the maximum amount of rent outstanding on the tenancy.	£600
Future Landlord Reference Fee: £12 (inc. VAT) per request. Collating information and preparing a reference for a future landlord or letting agent.	£12
<b>Other Fees &amp; Charges:</b>	<b>Price including VAT</b>
<b>Fee and Explanation</b>	<b>Price including VAT</b>
Lost Key(s) or other Security Device(s): £18 (inc. VAT) plus item cost. Obtaining necessary permissions, sourcing providers and travel costs.	£18 plus item cost
Out of Hours Service: £96 per hour (inc. VAT) plus any actual costs incurred. Where actions of the tenant results in the agent (or nominated contractor) attending the property, their time to remedy the situation is charged at the prevailing rate	£96 per hour
Property visit during office hours: £30 (inc. VAT) Where damage or costs have been incurred and found to be tenant cause or fault a call out fee will be charged.	£30
Rent Arrears Letters: £12 (inc. VAT) per letter requesting payment plus interest at 4% above Bank of England Base Rate from Due Date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.	£12
Rent Arrears Visits: £48 (inc. VAT) per property visit requesting payment plus interest at 4% above Bank of England Base Rate from Due Date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.	£48
Dishonoured or returned payment: £30 (inc VAT) per payment sent by the tenant whereby the bank refuses to honour or returns the payment.	£30
Duplicate Document(s): £12 (inc. VAT) per document To cover the agent's costs associated with providing additional copies of any paperwork (tenancy agreement, Inventory, Schedule of Condition etc.) when requested by a tenant.	£12 £12
HMO License – If Applicable. (Tenants share) To pay for a proportion of the HMO licence which is incurred during the tenancy, this will be no greater than £30 per tenant per year.	£36
Breach of tenancy terms: £12 per letter where the agent must acknowledge the breach and remind the tenant to adhere to the terms of the tenancy agreement	£12
Late Key Return: Where the tenant has returned the keys after the end of the tenancy £60.00 (inc.VAT)	£60
Lock Change: £300 (inc. VAT) If the locks on the property require changing due to the tenant losing their keys or not returning the keys 24 hours prior to next tenancy commencing on the property.	£300
Duplicate key packs: £18 (inc VAT) Where a tenant has been issued an end of tenancy key pack and requires a duplicate pack.	£18
Misuse of the emergency number or call made to the emergency number for non-emergency £24	£24
Aborted property visits - £30 (inc. VAT) whereby a tenant has agreed access or to be present at the property and does not grant access or is not present.	£30
End of tenancy cleaning: £24 per hour per cleaner	£24 per hour

If you have any questions regarding these fees, then please ask a staff member for more details.