

TENANT FEES

RESIDENTIAL LETTINGS & PROPERTY MANAGEMENT

In accordance with the Consumer Rights Act 2015 in this document we outline our fees in respect of residential properties which we let and manage under an Assured Shorthold Tenancy or other Assured Tenancy. Please contact us if you require further information.

BEFORE YOUR TENANCY	FEE
Tenant Referencing Fee This fee includes: <ol style="list-style-type: none">1. Considering a Tenant's proof of identity and address2. Conducting Right to Rent Checks including considering visas and immigration status3. Conducting Credit Checks4. References from current or previous employers and or Landlords5. Conducting any other relevant checks to assess affordability of the rent of the property Please note that the fee also applies to all guarantors, per guarantor. If a Tenant needs to be referenced again (e.g. during the term of a tenancy) then the fee will apply again.	From £75 inc VAT per tenant
New Tenancy Arrangement Fee This fee includes: <ol style="list-style-type: none">1. Processing a Tenant's application for a new tenancy after successful referencing2. Negotiating and agreeing level of rent and deposit if so required3. Negotiating and dealing with any special terms between the Tenant and the Landlord4. Preparing an appropriate tenancy agreement5. Arranging for the tenancy agreement to be signed by the Tenant and the Landlord6. Providing signed copies of the tenancy agreement to all parties Please note that the fee may increase where there are more than 2 Tenants and/or where there are guarantors.	£210 inc VAT per tenancy agreement. Please note: this is a split fee. The Landlord will also pay £210
Deed of Guarantee This fee includes: <ol style="list-style-type: none">1. Preparation of Deed of Guarantee2. Arranging for the Deed of Guarantee to be signed by the Tenant's guarantor3. Providing a signed copy of the Deed of Guarantee to all parties	£60 inc VAT per guarantor
Short Letting Fee This charge applies to short term lettings only and covers: the cost of preparing an Agreement; an inventory check-in and an end of tenancy general clean (excluding carpets and damage caused to the property).	£480 inc VAT per tenancy
DURING YOUR TENANCY	FEE
Changes to Tenancy Agreement – Requested by the Tenant If both the Landlord and the Tenant agree, we will make changes to the tenancy agreement. The fee includes: <ol style="list-style-type: none">1. Liaising with both the Landlord and Tenant2. Negotiating the changes3. Making the appropriate amendments and arranging for execution of the tenancy agreement variation4. Providing signed copies to all parties The fee is provided that negotiations do not become overly complicated or delayed.	From £180 inc VAT per tenancy agreement
Replacement of Lost Keys and Key Fobs If the Tenant loses their keys or key/alarm/garage fobs, this is the cost of replacement (also applies at the end of the tenancy).	£75 inc VAT administration fee plus the cost of replacement
Emergency Callout or Out of Hours Callout Attending the property to deal with an emergency or out of hours callouts. This fee is only charged if the attendance is necessary due to an issue which is the Tenant's responsibility. Up to 1-hour travel and visit. Thereafter the hourly rate is charged at £195 plus VAT per hour. The fee also applies if we must arrange for a locksmith to attend as a matter of urgency. If a locksmith can attend without us being present then the fee is discounted by 50% and charged in addition to the locksmith's costs. If our attendance is required for whatever reason then the locksmith's costs is charged in addition to the fee.	£234 inc VAT per callout plus the cost of any materials or tradesmen as required
Bounced Payments & Late Rent Payment The cost charged if any direct debits or other payments bounce or if you are late in making payment of the rent due.	£36 inc VAT per payment
Copies of Documents The cost of providing any copy documents to you. Such copies will be provided by post and/or e-mail.	£18 inc VAT per document
Early Release from Tenancy This is the cost charged in the event that a Tenant wishes to end a tenancy early and provided that their tenancy agreement does not permit early termination (or where such a break option has expired). The Landlord will be advised that they must attempt to find a replacement Tenant at the earliest possible, however, please note that the cost is plus: <ol style="list-style-type: none">1. payment of rent, utilities and outgoings until expiry of term or until Property is re-let, whichever is the earliest2. any reasonable commission which the Landlord is liable to us relating to the unexpired term of the Tenancy; and3. any reasonable costs incurred by the Landlord as a result of early termination.	From £468 inc VAT per tenancy
AT THE END OF YOUR TENANCY	FEE
Tenancy Renewal Fee The fee payable to renew a Tenant's tenancy of the same/existing rental property, including the preparation of any necessary documents, memorandum of renewal or a new tenancy agreement if required. Please note the fee may increase if the Tenant requires changes to the existing tenancy agreement or if the renewal is delayed or made complicated due to the fault of the Tenant.	£144 inc VAT per tenancy Please note: this is a split fee. The Landlord will also pay £144
Check Out-Inventory Arranging for the preparation of a check out inventory following the Tenant vacating the property. An inventory clerk will be instructed to prepare the check-out inventory. Note: the check-in inventory is payable by the Landlord	From £144 inc VAT. The fee will increase depending on the size and type of property.
Cleaning Fee The cost of cleaning the property in the event that the Tenant does not properly and/or professionally clean the property prior to them vacating.	£75 inc VAT administration fee plus the cost of the cleaner
Future Tenant References The cost of providing a reference for the Tenant to another Landlord or agent, in respect of the rental of another property.	£90 inc VAT per reference
Late Payments Interest will be charged if any payments due to us are overdue.	8% over bank of England's base rate
Miscellaneous Duties / Default Hourly Rate Applicable for other services which may be required by the Tenant either before, during or after the tenancy.	£234 inc VAT per hour