



# FEES TO: TENANTS

## BEFORE YOU MOVE IN:

**Set up fee (tenant's share) £240.00 (inc VAT) for first tenant**

Referencing 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

**Additional Tenant Fee £120.00 (inc VAT) per tenant**

Processing the application, associated paperwork and referencing

**Guarantor Fee £60.00 (inc VAT) per guarantor (if required)**

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

**Permitted Occupier Fee £60.00(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 £84.00 (inc VAT)**

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

## DURING YOUR TENANCY:

**Amendment Fee £84.00 (inc VAT)**

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

**Renewal Fee (tenant's share) £84.00 (inc VAT)**

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

## ENDING YOUR TENANCY:

**Check out Fee (tenant's share) from £60.00 to £125.00 (inc VAT)**

Attending the property to undertake an updated Schedule of Condition based on the original inventory

Costs vary on the size and type of property and also if the property is furnished or unfurnished. Full fee schedule available.

## OTHER FEES AND CHARGES:

**Unpaid Rent / Returned Payments Interest at 4% above Bank of England Base Rate from date due**

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**