



## A Guide to Tenant Fees – Contracts Signed Prior To 31 May 2019

### Administration & Agreement Drafting

A reservation fee of **25%** of the agreed rent will be charged, subject to a minimum of **£180.00** and **maximum of £360.00**. This fee covers all your administration costs, including your legal Tenancy Agreement and section 21 documents.

Should you wish to terminate your tenancy before the end of its term, and the Landlord agrees, you will be responsible for the payment of; the outstanding rent due to the Landlord until the agreed early release date, the Landlord's costs for finding a new Tenant, any 3rd party fees and an early release penalty of 1 week's rent, unless you are exercising a break clause which is contained in your Tenancy Agreement.

Subject to the Landlord's agreement, it is your obligation to obtain written consent for any change of Tenant. Upon receipt of this consent, we will draw up a revised tenancy agreement for signature by all parties. A non-refundable administration and reference fee of **£390.00** will be charged for the 1st Tenant and **£102.00** for each subsequent tenant.

An administration fee of **£30.00** will be charged for administrative work pertaining to the tenancy, including each letter sent by us.

### References / Identification

We will take up references - **£102.00** is payable for each tenant. Guarantors, if required, will also be charged **£102.00 / guarantor**. The fee for company tenants and Guarantors is **£300.00**.

### Deposit

A deposit equivalent to **150%** of the 1st full month's rent (**200%** for students) must be paid in cleared funds before you take up occupation. An additional **£250.00** will be added to the deposit for any tenant that the Landlord has given consent to have pets.

### Inventory Check-in and Check-out

The Landlord will be responsible for the cost of the inventory and check-in. When you terminate the tenancy, cleared funds of **£156.00** must be paid to cover the cost of your checkout one month prior to the termination date of your tenancy.

Missed appointments will be charged at cost, plus an admin fee of **£30.00**.

### Payment of Rent

The first instalment of rent must be paid in **cleared funds 4 working days** before you take up occupation. Thereafter, rent is payable by standing order to arrive on the due date. Interest at **3%** over Bank of England Base Rate will be charged daily on outstanding rent.

### Renewal of Tenancy

If the tenancy is renewed, we make an administration charge of **£180.00**.



### **Key & Fob Duplication**

In the event that a Tenant loses, or does not return keys or fobs to a Property, we will replace them at cost and charge an administration fee of **£30.00** per key / fob.

All charges are inclusive of VAT.