

TENANT FEES AND CHARGES	
Tenant Referencing Fee - Your application for a tenancy is subject to contract and satisfactory references. A reference includes a credit check and obtaining references from current or previous employers / Landlords and any other relevant information to assess affordability. All applicants aged 18 years and over must undergo a minimum of a credit check and Right to Rent check. The Agent/Landlord will also carry out identity, immigration and visa confirmation checks as part of the Right to Rent regulations, and where advised Anti-Money Laundering checks. If you fail at least one check or provide false information, your application could be withdrawn. Please be aware that the Tenant Reference fee is non-refundable, regardless of the reference conclusion.	£140 including VAT per applicant
Guarantor Reference Fee – A guarantor reference includes a credit check and obtaining references from current or previous employers / landlords and any other relevant information to assess affordability. This fee also includes the preparation of a Deed of Guarantee as part of the Tenancy Agreement.	£140 including VAT per guarantor
Administration/Set up Fee - The preparation of the Tenancy Agreement and ancillary costs.	£170 including VAT per tenancy
AST Renewal Fee - Contract negotiation, amending and updating terms and arranging a further tenancy and agreement – if specifically requested by the Tenant.	£125 including VAT
Lost Keys/Locked Out – Where the tenant has lost their keys or is locked outside of the property and requires access by the Landlord or Landlords’ Agent (during our normal opening hours and subject to availability). A call out fee will apply at the tenant’s expense. The tenant is also liable for the cost of replacing any lost keys/security items or lock change by a professional locksmith.	£45 including VAT
Missed Daisylets Appointment Fee – In the event of any Daisylets appointment that has been agreed and the Tenant has failed to keep or where access has not been granted to the Agent. This includes routine property visits.	£45 including VAT
Missed Contractors Appointment Fee – In the event of any contractor appointment that has been agreed and the Tenant has failed to keep or where access has not been granted, the tenant will be liable to pay the contractors call out fee in addition to a fee payable to the Agent for instructing the relevant contractor.	The contractors call out fee plus £45 including VAT for office hours or £90 including VAT for out of office hours payable to the Agent.
Unreasonable contractor attendance Fee - Any reasonable call-out charges as well as contractor costs if you wrongfully ask for a workman to visit the property, or if their visit is owing to incorrect information given by the Tenant, or is against either the Landlord or Landlord’s Agent’s advice, or where the Tenant requests for a contractor to attend out of hours and it transpires that the issue was not an emergency or required urgent attention. In addition, the Landlords Agent will charge a fee of £45 (inclusive of VAT) for visits during office hours, or £90 (inclusive of VAT) for visits out of hours for arranging such works.	The contractors call out fee plus £45 including VAT for office hours or £90 including VAT for out of office hours payable to the Agent.
Unpaid Rent – You will incur Interest at 3% above the Bank of England rate from due date for any late payment of rent up until full payment is received	3% above the Bank of England rate
Unpaid Rent – £30 (inclusive of VAT) per letter should the Landlord’s Agent have reason to write to the Tenant to pursue recovery of Rent arrears. The Tenant is responsible for arranging a standing order mandate with their bank to pay the monthly rent.	£30 including VAT
Deed of Assignment - When a new tenant replaces a vacating tenant during the tenancy or any renewal tenancy or periodic if agreed by the Landlord. The cost includes referencing of the new tenant and the administration reflecting the amendments to the original terms.	£300 including VAT
Payment Refund Fee – Payable if the Landlords’ Agent is required to return any monies sent to the Agent in error. Please note, that it is the tenant’s responsibility to cancel their standing order with the bank after their final rent payment.	£25 including VAT per transaction
Remedial works – The tenant shall be liable to pay the Agent/Landlord an arrangement fee where any remedial works are required at the termination of the tenancy to restore the property to its original condition as at the commencement of the tenancy (including cleaning). This cost is chargeable per contractor.	£25 including VAT (plus item cost/tradesman invoice)
Security deposit - A deposit of 5 weeks rent is required against damage, loss and dilapidation on signing the tenancy agreement. The Landlord may request a higher amount if pet(s) are permitted or for other factors that may increase wear and tear to the property. At the end of the tenancy the deposit shall be returned to the Tenant subject to the possible deductions set out in the Tenancy Agreement and allocated in accordance with the terms of the tenancy agreement and deposit scheme regulations.	
Good faith payment – Once your offer for a rental property has been accepted, we will ask you to pay for the referencing fee (per applicant), and a good faith payment equivalent to 2 weeks rent. The good faith payment is non-refundable , and is not a fee. This payment will be deducted from the final balance owed from your moving in monies.	
Under the terms of the Tenancy Agreement the Tenant is liable for the entire rent up until the end of the fixed term. If an early-release is negotiated with the Landlord, then the Tenant is liable for any re-letting costs incurred by the Landlord which typically include Agent re-let fee plus the cost of the Inventory check-in and the Inventory check-out.	