

## FEES TO TENANTS — INCLUDING VAT

Depending upon your circumstances, the following schedule shows the range of fees that may apply prior to moving in

Applicants' Reference.	£108	Per applicant.
Tenancy Documents and administration.	£96	Per tenancy.
Named Occupant fee.	£24	Per named occupant.
Private Income - Administration + Reference application.	£132	Per applicant.
Guarantor Reference application.	£72	Per guarantor for each applicant requiring guarantee.
Deed of Guarantee.	£30	Per guarantor.
Holding Monies (paid to record your interest in the property whilst references are processed).	6 weeks' rent.	If references prove satisfactory Holding Monies are set off against the Security/Tenancy Deposit.
Security/Tenancy Deposit.	6 weeks' rent.	In an AST tenancy the Security/Tenancy deposit will be registered with a government approved scheme.
Costs to keep a pet at the property - subject to the landlord granting permission.	2 weeks' rent.	These monies will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy.
Changes to the tenancy agreement.	£60	Changes requested after terms agreed and tenancy documentation prepared and issued for signature.

Other fees and costs that may apply during a tenancy, including VAT.

Administration fees for late payment of rent, dishonoured cheques and bank charges.	Interest at 8% above Bank of England Base Rate from due date.	
Tenancy renewal/extension.	£72 £42	Per sole tenant. Per tenant in a joint tenancy.
Re-referencing at renewal/extension to remove the need for a guarantor.	£72	Per tenant.
One tenant leaves and a suitable replacement is agreed by the landlord. New tenancy documents. New tenant references.	£96 £108	Per tenancy. Per applicant
Early tenancy termination/surrender.	£180	Per tenancy.
Failed appointments: e.g. inventory services, routine visits or access for works or services.	£72 + contractor's invoice	Per appointment.
Lost keys and replacement locks due to tenants' actions.	£72 + contractor's invoice	Per instance.
Inventory services at Check Out.	At cost. See price indicator below.	Charges vary according to property and location.
Studio/1 bed furnished/unfurnished	£90 - £138	
2 bed	£102 - £150	
3 bed	£114 - £216	
4 bed	£162 - £312	
5 bed	£192 - £354	

If you have any questions on our fees, please ask a member of staff.