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# Latest Tenant Fees

(updated October 2017, prices INCLUSIVE of VAT unless otherwise stated)

## Pre-Tenancy Fees

Tenant Applicant Registration FREE

Includes initial registration as an applicant and property finding service.

Holding Deposit £250.00

If the Tenant wishes puts forward an offer and the Landlord agrees, subject to reference checks and negotiation, we will ask the Tenant to pay a Holding Deposit in advance of us carrying out these checks and detailed negotiations. **If the Tenant does go ahead then this Holding Deposit will become part of your tenancy deposit (usually set as 6 weeks rent).**

The Holding Deposit will not be reimbursed to you if: 1. you decide not to proceed with the rental of the property and withdraw your application for any reason other than the landlord's rejection of your offer, 2 you are unable or subsequently refuse to put forward satisfactory references that support the details of your offer, 3. your references and/or any part of your application are found to be untrue or are falsified.

**If the Landlord decides not to let the property to you for any reason other than those above, the Holding Deposit paid will be refunded to you less the cost of any Pre-Tenancy Fees you may have accrued.**

Reference Check FREE

Demand, collection and checking of all required Tenant's and/or Guarantor's references.

Tenancy Agreement Arrangement FREE

Negotiating, drafting and finalising the Tenancy Agreement

Tenancy Deposit Administration Fee £50.00

If a Tenancy Deposit is taken, initial handling and administration of the Tenant's deposit, including protection in a Deposit Protection Scheme where applicable.

Agency Tenancy Check In FREE\*

Attendance by our staff at your Check In, record general condition, meter readings and change utilities. \*Please note if a professional Inventory and check in with a third party Inventory clerk is also required this will be instructed by mutual agreement between Landlord and Tenant in line with the specific terms stated in your Tenancy Agreement, we are not responsible for charges levied by any third party Inventory company. In cases where a third party Inventory is instructed, normal policy is that the Landlord pays for the Inventory arrangement and Check In and the Tenant pays for the Check Out at the end of the Tenancy, please consult your Tenancy Agreement for the precise details.

## In Tenancy Fees

Mid Term Contract Negotiation £60.00

Renegotiation or amendment of your Tenancy Agreement, including but not limited to change of Occupier, during the term of your Tenancy. Charge will become payable as soon as renegotiation is entered into and remains so even if the Landlord rejects renegotiation or amendment.

Tenancy Agreement Renewal FREE

Renewal of your existing Tenancy Agreement for a follow on fixed term.

## End of Tenancy Fees

Agency Tenancy Check Out FREE\*

Attendance by our staff at your Check Out, record general condition, meter readings and change utilities. \*Please note if a professional Inventory and Check Out with a third party Inventory clerk is also required this will be instructed by mutual agreement between Landlord and Tenant in line with the specific terms stated in your Tenancy Agreement, we are not responsible for charges levied by any third party Inventory company. In cases where a third party Inventory is instructed, normal policy is that the Landlord pays for the Inventory arrangement and Check In and the Tenant pays for the Check Out at the end of the Tenancy, please consult your Tenancy Agreement for the precise details.

Landlord Reference FREE

Administration of providing a previous landlord reference at the end of your tenancy.

## Payment and Late Rent Collection Fees

### Receiving Payments

UK Bank transfers FREE

International Bank Transfers FREE\*

\*N.B. we are not responsible for deductions, exchange losses or transaction charges that may be further levied by intermediary banks, please contact us if you require further advise.

Cheque handling charge (per cheque) £10.00

Cash handling charge (% of received amount) 0.8%

(e.g. £0.80 per £100.00 cash received)

### Sending Payments

UK Bank transfers FREE

International Bank Transfers £25.00\*

\*N.B. we are not responsible for deductions, exchange losses or transaction charges that may be further levied by intermediary banks, please contact us if you require further advise.

### Late Rent Collection Fees

Overdue rent fee (per day) £5.00

Overdue rent notice sent (per notice) £20.00