

FEES TO: TENANTS

<u>BEFORE YOU MOVE IN</u>	
Tenant Fee	£90 (inc VAT) per tenant Processing the application, associated paperwork and referencing
Guarantor Fee	£90 (inc VAT) per guarantor Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement
Permitted Occupier Fee	£90 (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
<u>DURING YOUR TENANCY</u>	
Amendment Fee	£360 (inc VAT) per contract Contract negotiation, amending terms and updating your tenancy agreement during your tenancy
Renewal Fee	£0 Contract negotiation, amending and updating terms and arranging a further tenancy agreement with existing tenants £360 per contract If there is a change of occupants
<u>ENDING YOUR TENANCY</u>	
Check out fee	In the region of £70-£150 depending on the size of the property Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiation the repayment of the security deposit(s)
Future Landlord Reference Fee	£0 Collating information and preparing a reference for future landlord or letting agent
<u>OTHER FEES AND CHARGES</u>	
Lost Security Items	£90 (inc VAT) plus item cost Obtaining necessary permissions, sourcing providers and travel costs
Out of Hours Services	£90 (inc VAT) plus any actual costs incurred Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate
Unpaid rent/Returned Payments	Interest at 8% above Bank of England Base Rate from due date calculated on a daily basis
Professional Cleaning (if required)	£15 per hour