



Tenants Fees & Memberships

Currently security deposits are the equivalent of 6 weeks rent



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Fee – pre tenancy	Inc VAT	Plus VAT
Holding Deposit Non-refundable should the applicant not take up the property on the agreed date, decide not to proceed with the tenancy, fail referencing, cannot provide requested information. Deducted from the move in monies.	1 Week	N/A
Administration Fee For 2 tenants. Includes referencing, production of tenancy agreement (fee shared with Landlord) obtaining safety certificates, deposit registration and pre-let works, right to rent check.	£0.00	
Administration Fee Additional tenants. i.e. From 3 rd tenant onwards. Per person.	£0.00	
Guarantor referencing and production of deed of guarantee	£0.00	
COMPANY Administration Fee Tenancy agreement, including references and administration	£600.00	
Check out fee Depends on the size of the property, furnished/unfurnished	£0.00	
Fee – post tenancy		
Renewal Fee (Shared with the landlord)	£114.00	£95.00
Altering/Amending /Changing tenancy agreement	£114.00	£95.00
Additional copies of tenancy agreement/guarantor agreement	£36.00	£30.00
Change of sharer -admin fee Per additional sharer	£360.00 £60.00	£300.00 £50.00
Rent arrears letters Serving and delivering.	£60.00	£50.00
Attending property to allow access on tenants behalf	£48.00	£40.00
Missed appointments For confirmed inspections, contractor visits, and visits.	£48.00	£40.00
Getting copies of keys Lost keys etc, admin fee + cost of keys	£30.00	£25.00
Out of hours Attendance of any out of hours management appointments (9am – 6pm Mon-Fri) Per half hour.	£60.00	£72.00
Tenant breaches Where a letter is required to be written to the tenant	£42.00	£35.00
Providing references to other agents	£42.00	£35.00
Returned cheques – per bounced cheque	£42.00	£35.00
Non-cancellation of rent standing orders (after expiry of tenancy) Admin charge for reimbursement of overpayments.	£42.00	£35.00
Early release – administration charge This is in addition to your obligations to pay rent to the landlord and any agreement reached with this landlord. This is our administration fee.	£399.00	£332.50
Credit Card fee Credit cards incur an extra charge. No fee's for debit cards	2.5%	

Deposits are held by the DPS a custodial scheme, therefore we do not hold Deposit Protection Insurance