

ADMIN CHARGES/FEEES FOR TENANTS

Full details explained about tenant's admin charges from the beginning through to the end of a tenancy. It's always best to speak directly to your consultant to confirm which charges would be applicable to you.

All fees are subject to VAT as indicated (full amount including VAT is displayed for your convenience)

Pre-Tenancy

Initial Fixed Fee (dependent on property size) – This includes deposit submission/holding, credit checks, referencing checks, right to rent checks, check-in inventory fee and setting up of tenancy.

Studio flat	£300 + VAT (£ 360)
One Bedroom	£400 + VAT (£ 480)
Two Bedrooms	£600 + VAT (£ 720)
Three Bedrooms	£750 + VAT (£ 900)
Four Bedrooms	£850 + VAT (£ 1020)
Five Bedrooms +	£950 + VAT (£ 1140)

An explanation of all included services in the Initial Fixed Fee is given below:

Deposit submission	All rental properties require a deposit be taken and securely held throughout the tenancy period. It is registered and protected under the Deposit Protection Scheme.
Credit checks	These checks are made as part of the landlords' agreement with us to ensure you have a positive credit history.
Referencing checks	These include checks that are made with landlords and/or employers to ensure affordability.
Right to Rent Check	This is a check on your eligibility to live in the UK and is a legal requirement.
Check-in Inventory	A thorough inspection report of the entire property including details of furniture provided at the commencement of the tenancy.
Setting up tenancy	This involves drawing up of the tenancy agreement for consent by all relevant parties.

During your Tenancy

Tenancy Renewal	Should you need to renew your tenancy agreement after the initial term, we will be required to prepare and set up a new tenancy	£250 + VAT (£300)
Tenancy Amendment	Amending terms of your agreement or upgrading your tenancy agreement during the tenancy	£250 + VAT (£300)

Late/Returned Payment	Rent payment made after the rent due date, or for any returned payment	£40 + VAT (£48)
Early Termination of Tenancy	If you vacate the property prior to the end of the term, you will remain liable to pay rent until the term expires or the property is re-let, whichever is earlier. Should the property be re-let during the fixed term you will be responsible for the repayment of any pro-rata commission fees that have been or will be incurred by the landlord for the unexpired portion of the tenancy. You will also be responsible for any other reasonable costs (e.g. tel line, TV contracts, cleaning, admin fees etc) incurred from that point until the end of the term.	Repayment of pro-rata commission for unexpired period + Reasonable costs

Post-Tenancy

Reference Request	Should you need any reference from us at the end of your tenancy	£50 + VAT (£60)
Check-out Inventory	A thorough inspection report at the termination of the tenancy	£99 + VAT (£118.80)

Other

Provision of copy documents	Should you require any copy documents by email or hard copy.	£20 + VAT (£24)
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