

## ***Summary of Fees to Tenants***

### **Administration Fee:**

This charge includes all related costs of processing an application for a tenancy, such as retrieving critical information, initiating referencing, processing all necessary paperwork, finalising a formal tenancy agreement. £150 plus VAT at the current rate.

### **Guarantor Fee:**

If a guarantor is required, the tenant will nominate a person of their choice and additional referencing of the guarantor would be required. £90 plus VAT at the current rate.

### **Inventory and Check Out Fees:**

A contribution towards cost of an inventory before a tenancy commences and for an inventory clerk to attend the property at the end of a tenancy to carry out the final inspection. £75 plus VAT at the current rate.

### **Dilapidation Deposit:**

Tenant(s) is/are required to pay a deposit prior to moving into the property to protect the Landlord against any damage incurred during a tenancy which is deemed to be beyond normal wear and tear. The deposit will be the equivalent to 1 ½ - 2 months' rent (this is dependent on the Landlord) and will be paid prior to the tenancy commencing.

### **Deed of Variation:**

A Deed of Variation to confirm agreed changes to a tenancy agreement. £75 plus VAT at the current rate.

### **Rent:**

Usually paid weekly/monthly/quarterly in advance. Rent does not include any services such as council tax and utilities.

## ***During the tenancy***

### **Renewal Fee:**

If the Tenant and Landlord agree to renew a tenancy with the existing tenant then a contribution cost is charged to the tenant as well as the Landlord to cover the costs of negotiating and preparing all the necessary paperwork and finalising the contracts. £100 plus VAT.

NOTE: Administration charges are non-refundable should you decide not to proceed with the tenancy or if you fail to move in on the intended start date. This extends to any misleading information contained on your application form(s) including your credit reference application. If the Landlord declines your offer or decides not to proceed with a tenancy then a refund will be offered to you less any costs incurred such as credit reference application.