

TENANT FEE INFORMATION FOR GUIDANCE

Tenancy Costs	Fees + VAT
FEES PAYABLE PRIOR TO TENANCY COMMENCEMENT	
Reservation payment – PLEASE NOTE THIS FEE GOES TOWARDS YOUR DEPOSIT BUT IT IS NON-REFUNDABLE IF YOU WITHDRAW FROM THIS TENANCY APPLICATION, IF YOU ARE IN BREACH OF THE AGREED TERMS PRIOR TO COMMENCEMENT OF TENANCY (WHETHER THE CONTRACTS HAVE BEEN EXCHANGED OR NOT) OR IF REFERENCES ARE UNSATISFACTORY Unfurnished property Furnished property	¼ month's rent e.g. rent of £1,000 pcm = £250 ½ month's rent
Referencing – non-refundable unless Landlord withdraws Rental up to £999 pcm Rental from £1000 up to £1,999 pcm Rental £2,000 to £2,499 pcm £2,500 and above Each additional individual	£210 incl VAT £300 incl VAT £360 incl VAT 13% Incl VAT £114 incl VAT
Deposit – Unfurnished property Furnished property Pets: Dog Cat Rabbit (Others by negotiation)	1½ months' rent 2 months' rent £250 (adult); £1,000 (puppy) £150 £50
Rent – Normally 1 month in Advance but sometimes Quarterly or by Separate Agreement	
Guarantor's reference and Deed (if required) Guarantor may be required to pay Landlords' rent guarantee insurance	£180 incl VAT
Frequent Visitor/ Nanny/ Housekeeper Letter Letter of Variance (if required) Surrender Deed (if required) Late Rent Payment	£132 incl VAT £54 incl VAT
Withdrawing from Tenancy	Total of Reservation Fee + Referencing Fee already paid
FEES PAYABLE DURING TENANCY	
Contractor's call out charge if Tenant fails to keep pre-agreed appointment	Approximately £50 + VAT plus mileage
Loss of Key(s) Resulting in Replacement	The cost of cutting the key(s) plus mileage
FEES PAYABLE AT RENEWAL/END OF TENANCY	
Check out (to include contribution towards check out report): Rental up to: £699 pcm £700 - £1000 pcm £1001 - £1500 pcm £1501 - £2000 pcm £2001 - £2500 pcm £2501 - £3000 pcm £3001 and above quoted individually Marketing Fee if Tenant Retracts Notice to Terminate Deposit administration fee (if formal checkout is not completed)	£210 incl VAT £270 incl VAT £300 incl VAT £330 incl VAT £420 incl VAT £510 incl VAT £450 incl VAT £114 Incl VAT
Deposit Mediation for Non Managed Properties	£132 incl VAT per hour
Renewal Fees Rental up to £2,000 pcm £2,001 and over	£132 incl VAT £180 incl VAT
Cancellation fee – missed appointment e.g Check-In/or change to inventory Reference for future Landlord	£72 incl VAT plus mileage £54 incl VAT
Loss of Key(s) Resulting in Replacement	The cost of cutting the key(s) plus mileage
Duplicate Tenancy Agreement Duplicate Inventory Non Cancellation of Standing Order Breach of Tenancy	£30 incl VAT
Forfeiture Fees apply if a fixed term tenancy terminates early – please ask for details	
All fees subject to review	