



TENANT GUIDANCE TO SERVICES AND FEES

Tenancy Application/Referencing

When a suitable property to rent has been found all persons aged eighteen or older will be required to complete a reference application to our satisfaction. The application for a property in no way binds the Landlord to an Agreement. All applications are strictly subject to contract.

All adults (eighteen years and over) must complete referencing and be named on the Tenancy Agreement (as a Tenant).

When applying for a tenancy there is an administration/referencing fee to pay;

- For a single application (one adult): £250 + VAT (£300 inc vat)
- For a dual application (two adults): £333.33 + VAT (£400 inc vat)
- For each additional adult thereafter: £80 + VAT (£96 inc vat)

In some circumstances a guarantor (a person, usually a relative or close friend who commits to pay the rent on the Tenants' behalf if they fail to do so), maybe also required. The guarantor will be required to complete a referencing application to our satisfaction and be name on the Tenancy Agreement (as a Guarantor)

- For each guarantor: £80 + VAT (£96 inc vat)

Tenancy Agreement

On completion of satisfactory referencing and before any tenancy begins, the Tenant (and Guarantor if applicable) will sign an Assured Shorthold Tenancy (AST) agreement which sets out the conditions of the Let with both Landlord and Tenant obligations. A specimen copy of our standard AST agreement is available on request.

Deposit

A security deposit will be required, usually equating to a minimum of one month rent (deposit amount will be specified within the individual property particulars).

The deposit is held as security against any damages or expenses arising during the tenancy and will not be released until the tenancy has ended. The deposit will be held either by us as stakeholder on behalf of the Landlord or passed onto the Landlord. Your deposit will be protected within a government regulated Tenancy Deposit Scheme.

Initial Monies

Prior to the signing of your tenancy agreement, the Initial Monies consisting of the 1st Months' Rent and Deposit will become payable.

Other Fees & Charges

Fees and other charges that may become payable during the lifetime your tenancy;

- Tenant Check Out fee: £90 + VAT (£108 inc vat)
- Tenant Tenancy Renewal Fee: £70 + VAT (£84 inc vat)
- Letters and correspondence regarding rent arrears, outstanding payments or breaches of tenancy: £12.50 + VAT (£15 inc vat)
- Personal visits occasioned by rent arrears, outstanding payments or breaches of tenancy: £25 + VAT (£30 inc vat)
- Tenant solicited 'Call Outs' to the property for miscellaneous incidents including Tenant locking themselves out of the property: £25 + VAT (£30 inc vat)

We are a member agent of The Property Ombudsman (TPO) redress scheme and subscribe to their Code of Practice for Letting Agents. We are not a member of a client money protection scheme.