

## SCALE OF CHARGES TO TENANTS

FEE (incl VAT)  
£

### Standard charges -

(Charges which will arise to rent a property through us)

#### To be able to start a tenancy at the property:

Application/reference fee (per adult applicant)	80
Application/reference fee (per company applicant) (Re-fundable if the application does not progress to reference)	80
Tenancy agreement fee (per tenancy for initial fixed period)	150
Although this agreement fee is not taken until the sign-up appointment, in the event that you chose not to proceed with the Tenancy after your sign-up & move-in appointments had been confirmed, the £150 would still be payable	

#### If you wish to remain at the property after the initial fixed period:

Renewal of tenancy agreement fee (6-month tenancy)	75
Renewal of tenancy agreement fee (over 6-month tenancy)	100

#### If you need a guarantor:

Guarantor reference fee (Re-fundable if the application does not progress to reference)	80
Guarantor agreement fee	30
Renewal of guarantor agreement fee	30

### Additional charges which may arise –

Please see reverse

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#### Before your Tenancy commences:

Saturday sign-up appointment fee	12
Saturday move-in appointment fee	30
Request to change tenancy start date prior to signing	30

#### During your Tenancy:

Request to change rent payment date after tenancy started	75
Request to have a permitted occupier (includes Addendum to tenancy agreement)	50
Request by one party to the tenancy to vacate the tenancy early	50
Request by all parties to end the tenancy early (per tenancy)	30
Request requiring Addendum to existing tenancy agreement (e.g. pet)	30
Missed appointment fee with Agent/Contractor on behalf of Landlord	30
Letter chasing arrears (after first chase letter)	12
Letter necessitated due to breach of Tenancy	30
Property visit necessitated by persistent failure to respond to calls/texts/emails/letters on any matter	30

#### During your Tenancy (in respect of payments):

Payments made to us by standing order, bank transfer or debit card are FOC	
Payments made to us in cash – transaction fee of 1.5% (for rent or sign-up monies)	varies
(We do not accept payments by cheque or credit card nor do we operate a direct debit system)	
Returned payment due to failure to cancel standing order at end of tenancy/failed payment due to returned/refused/represented cheque	24
BACS 'same day' transfer to you	12

#### Miscellaneous:

Reference request fee (one tenant)	18
Reference request fee (two or more tenants)	24
Deposit to borrow Agent's keys for the property (fully refundable on return of keys)	30
Duplicate copies of documents by email	10
Duplicate copies of documents for collection or by post	20

VAT is payable at the prevailing rate on all our fees