

Tenant Charges:

To take the property:

Non Refundable Reservation Fee – One weeks rent

Should you wish to take a property you will be required to pay a non-refundable reservation fee in order to secure that property.

This is a **non- refundable** reservation fee equal to one weeks rent.

Following payment of the non-refundable reservation fee the property will be taken off the market and held for the applicant subject to ALL application forms being submitted. The applicant will need to prove that they have a Right to Rent in the UK, the landlord will need to agree to the let and all the applicant's references must be satisfactory.

There will be a period of 15 days from the reservation agreement being made for this to be fulfilled.

The Reservation Fee will then be deducted from the initial funds due from the tenant prior to the start of the tenancy.

The only reason a reservation fee would be refunded to the applicant is if the Landlord immediately turned down the applicant or the Landlord subsequently withdrew the property from the market.

The reservation fee will be withheld by the agent if any of the following incur; the tenant or guarantor withdraws from the tenancy, fails a right to rent check, provides false or misleading information, fails to sign the tenancy agreement in the 14 days given or changes their mind & no longer wishes to take the property.

Deposit – A 5 weeks rent deposit is to be taken prior to the move in date and is registered with the Deposit Protection Scheme

On leaving the property this deposit will be returned as long as the property is left in a satisfactory state as compared on that of the check in and check out inventories.

During the tenancy:

Rent arrears/Late payment - Should a rent payment reach the agent/landlord later than the rent due date by 14 days an interest rate will incur.

Late rent payments which are overdue by 14 days or more will be subject to interest at the rate of the Bank of England's base rate plus 3%. This interest will be charged on the overdue amount for the number of days that the payment is outstanding.

Tenancy agreement amendment charge – *For all administration amendments such as; adding a pet, change of a sharer in a joint tenancy, permission to sub-let etc.* - **£50.00**

Tenancy agreement sharer/added tenant charge – *For all administration involving adding a new tenant to the agreement or sharer* - **£50.00**

Lock out charge – In office hours - **£25.00** (Office hours are 8.30pm – 5.30pm)
Out of office hours - **£35.00** (Out of office hours are 5.30pm – 11pm)
Between the hours of 11pm – 8.30am a charge of £35.00 will incur

Lost keys – Yale - **£2.50**
Chubb - **£4.50**
Card - **£5.00**

Pets:

Where a landlord agrees that pets are acceptable on a property an added charge of

- For 1 pet **£20.00 per month**
- For 2 pets **£30.00 per month**

will be **added on top of the current marketing rent** for the property

If a tenant leaves a property and a reference fee is requested from a new landlord or letting agent **a charge will incur to that landlord/agent of £35.00 per person**