

## TENANT FEE INFORMATION

Applicable to all new assured shorthold Tenancies (ASTs) signed on or after 1<sup>st</sup> June 2019

<p><b>Holding Deposit – capped at One weeks rent</b> Paid by you to reserve the Property. This will only be retained by us if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days.</p> <p><b>Deposit – capped at 5 weeks rent where the annual rent is under £50,000 and 6 weeks rent where the annual rent is £50,000 or higher.</b> This will cover damages and defaults by the tenant as detailed in the AST during the tenancy.</p> <p><b>Late payment of Rent</b> Interest will be charged at 3% above the Bank of England Base Rate from Rent Due date until paid in full. This will not be levied until the rent is more than 14 days in arrears with the interest calculated back from the first day of the arrears.</p> <p><b>Lost Keys or security devices</b> Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant.</p>	<p><b>Variation or changes to an existing tenancy agreement</b> — £50 (inc. VAT) per change. This charge will cover the costs associated with taking landlord’s instructions as well as the preparation and execution of new legal documents. This also covers costs in ‘change of sharer’ situations and covers the landlords costs in securing a new sharing and associated legal requirements in processing that new sharers application.</p> <p><b>Early Termination as requested by Tenant</b> Should you wish to leave the property before the end of your tenancy agreement, and should the landlord agree to this, then you will be liable to cover the landlord’s costs of re-letting the property as well as any rent due under the terms of your tenancy agreement up until the point the replacement tenancy commences.</p> <p><b>Utility Payments</b> Tenants will remain responsible, unless agreed otherwise, for all utility payments, TV licence and Council Tax accounts. Please refer to your AST for full information.</p>
<p><b>Independent Redress provided by The Property Ombudsman</b></p>	<p><b>Client Money Protection provided by Client Money Protect</b></p>

## LANDLORD FEE INFORMATION

**Tenant Find Service - 75% of the first months rental (plus VAT - ie 90% inc VAT)**

Please ask for a Landlords Information Pack which contains full details of all our services.

**Rent Collection Service - 10% of the monthly rental (plus VAT - ie 12% inc VAT)**

Please ask for a Landlords Information Pack which contains full details of all our services.

**Full Management Service - 13% of the monthly rental (plus VAT - ie 15.6% inc VAT)**

Please ask for a Landlords Information Pack which contains full details of all our services.

**Additional Fees**

**Tenancy Setup or Renewal Fee - £234.00 inc VAT**

Including preparation of a suitable Tenancy Agreement and protection of the tenant's deposit. The same fee is levied if your tenancy is renewed on a fixed term basis.

**Inventory and Schedule of Condition - Please ask us for a quote—from £56 inc VAT**

An Inventory and Schedule of Condition is strongly advised for any tenancy. We provide these via a third party company who specialise in the production of Inventories and Schedule of conditions. Their costs vary depending on property size, specification and furnishings.

**Exceptional Work - Either an hourly rate of £40 (inc VAT) or 9% of works sum, whichever is the greater.**

For works not included within our routine management services or for works costing in excess of £1000, a discretionary charge is included within our terms & conditions. If we were to levy a charge we would advise you in advance of any costs being incurred.

**Additional Inspections / Works - £40 per hour (inc VAT) plus mileage charged at 54p (inc VAT) per mile.**

For any additional works not included within the respective service you choose. If we were to levy a charge we would advise you in advance of any costs being incurred.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF FOR FURTHER DETAILS.

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