

TENANT fees excluding 3rd party charges - June 2015

Service	Activity	£ including vat @ 20%
Referencing tenants and guarantor	Identity, visa and immigration confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability, as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and the agreement	£ 210
Accompanied check out fee	At the end of the tenancy when an updated schedule of condition is prepared and negotiation of the repayment of the security deposit	£ 80
Provision of reference	For Bank/Building Society/new letting	£ 48
Utility Payment	From the deposit as an agreed deduction	£ 48
Property Visit	During absence, repairs, concierge	£120
Communication	Regarding rent arrears for each communication and email, letter telephone call or meeting	£ 48
Requests	For each communication or correspondence	£48
	Post forwarding	£ 24
Out of hours service or Call out	Non emergency or for inspection or appointment eg Gas Safety	£80
Non payment of rent	Charged on each occasion of dishonoured cheque, unpaid rent, returned payment	£48
Keys	Providing additional set of keys in addition to cost of cutting new keys	£48
Pet Deposit	To cover the added risk of property damage – added to the main deposit and protected in a scheme.	£48
Contract change	During the tenancy – eg change of tenant or term	£ 60
Cleaning	Arranging professional clean	£ 48