

## NON-AST Tenant Payments & Charges

### Before you Move In:

Company Referencing and Pre Tenancy Administration £350.00 (inc VAT)

*Where a company wishes to rent a property, we are required to reference the company, verify their income and rental affordability, obtain a company credit check and a previous Landlord reference where applicable. As well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.*

Pre Tenancy Administration: £350.00 (inc VAT)

*Referencing for one tenant (identity, immigration and visa 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 agreement.*

Additional Tenant Pre Tenancy Administration: £250.00 (inc VAT)

*Processing the application, associated paperwork and referencing.*

Guarantor Administration: (if required): £250.00 (inc VAT)

*Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement.*

### During your Tenancy

Amendment to your Tenancy: £175.00 (inc VAT)

*Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.*

Renewal of Fixed Term Tenancy (tenant's share): £175.00 (inc VAT)

*Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.*

### Ending your Tenancy

End of Tenancy Checkout report (tenant's share): £120.00 (inc VAT)

*Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s).*

Future Landlord Reference: £50.00 (inc VAT)

*Collating information and preparing a reference for a future landlord or letting agent.*



## Other Potential Tenancy and Charges

Lost Security Items: £80.00 (inc VAT) plus item cost

*Obtaining necessary permissions, sourcing providers and travel costs.*

Out of Hours Services: £80.00 per hour (inc VAT) plus costs incurred

*Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate.*

Unpaid Rent / Returned Payments £50.00 (inc VAT)

*Where the Tenant falls into arrears and action is taken by the agency a charge is added to the account. In the event an overpayment is made, and funds need to be returned to the Tenant a deduction is made to cover our time and bank charges. Interest at 8% above Bank of England Base Rate from date due.*

Professional Cleaning (if required): £30.00 (inc VAT) per hour - deducted from the security deposit

*Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.*

