

TENANCY FEES & CHARGES (TARIFF OF CHARGES) REVISED AS OF 1ST JUNE 2019)

	Cost	Description	Information
✓	1 Week	Holding Deposit	Per property which is then deducted from the balance of money payable (e.g. Rent) prior to the tenancy commencing
✓	5 Weeks	Security Deposit	Calculation: Rent times 12, divided by 52, times by 5 giving 5 weeks deposit amount.
✓	£12.00	Late Rent/Arrears Letter(s)	Inclusive of VAT. If you fail to pay your rent on time or you fall into arrears with your rental payments then we are obliged to send reminder letter and or emails to you.
✓	£12.00	Late Rent/Daily Charge	Inclusive of VAT. Charged daily for each full day the rent is late following the first 14 days. This can be then back dated.
✓	TBC	Post Tenancy Cleaning	Inclusive of VAT. A charge may be levied from the tenants deposit to clean and bring the room back to it's original state at the commencement of the Tenancy Agreement (Charge will be agreed at the Check-out appointment)
✓	£540.00	Early Termination Fee	Inclusive of VAT. Leaving the property before the end of the fixed term Assured Shorthold Tenancy Agreement regardless of the 2 months' notice period being given.
✓	£100.00	Misuse of Property	Inclusive of VAT. If maintenance has to be carried out due to the misuse or neglect by the tenant or there is a misuse of the emergency call out service. (By Agreement)
✓	£100.00	Locked out (In Office hours)	Inclusive of VAT. For us to attend the property and let you in (Only during office hours 09:00 - 17:30) (By Agreement)
✓	£200.00	Locked out (Out of hours)	Inclusive of VAT. For us to attend the property and let you in (After 17:30 and before 09:00) (By Agreement)
✓	£100.00	Lost Keys	Inclusive of VAT. If you lose any keys, then the locks will have to be replaced. The above charge is payable plus the cost of the new locks & keys. Please note: If you lose your keys and we have to let you in then the 'Locked out' Charges will also apply.
✓	£150.00	Moving of Furniture	Inclusive of VAT. Moving of furniture not located as per the inventory. Cost may vary depending on the number of items needing to be moved. (By Agreement)
✓	£200.00	Removal / Disposal	Inclusive of VAT. Removal and or disposal of tenants' personal belongings after the tenancy has ended. Costs may vary depending on the number of items needing to be removed. (By Agreement)
✓	£50.00	Post reference	Inclusive of VAT. This fee is payable by bank transfer before the 'Post Tenancy Reference' is sent. (By Agreement)
✓	£200.00	Retracting Notice	Inclusive of VAT. Application to retract your tenancy notice. (Applicable to Tenancies entered into before 1st June 2019)
✓	£50.00	Rent Overpayment Return Fee	Inclusive of VAT. If the tenant over pays in rent and this has to be returned separately. (By Agreement)
✓	£50.00	Transfer Fee	Inclusive of VAT. If any other monies are over paid or paid by mistake and has to be returned separately. (By Agreement)