

## Tenant fees

### Before you move in

<b>Set up fee (tenant's share)</b>	£300 for up to 2 tenants
- Referencing up to two tenants (identity, 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.	
<b>Additional tenant fee</b>	£150 per tenant
- Processing the application, associated paperwork and referencing.	
<b>Guarantor fee</b>	£90 per guarantor (if required)
- Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement	
<b>Inventory fee</b>	£60
- Preparing an inventory and schedule of condition of the property, taking meter readings for utilities and services.	
<b>Pet deposit</b>	Extra two weeks rent <sup>(1)</sup>
- To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy.	

### During your tenancy

<b>Amendment fee</b>	£90
- Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.	
<b>Renewal fee (tenant's share)</b>	£84 (£102 if late)
- Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.	
<b>Periodic fee (tenant's share)</b>	£48

### Ending your tenancy

<b>Check out fee (tenant's share)</b>	£90
- Attending the property to undertake an updated schedule of condition based on the original inventory and negotiating the repayment of the security deposit(s).	
<b>Deposit release fee</b>	£48
- Landlord check out	
<b>Future landlord reference fee</b>	£18 per reference request
- Collating information and preparing a reference for a future landlord or letting agent.	

### Other fees and charges

<b>Credit card charge for payments</b>	0.9% (inc VAT)
<b>Unpaid rent/returned payments</b>	3% <sup>(2)</sup>
<b>Late return of tenancy agreement</b>	£30
<b>Unauthorised installation of card meter</b>	£60
<b>Failed inspection visit</b>	£90

<sup>(1)</sup> Returnable additional security deposit

<sup>(2)</sup> Interest at 3% above Bank of England base rate from date due

All prices, unless stated, are inclusive of VAT  
Last updated **12 September 2016**

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