

Tenants Fees



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Description	How Much
Application Fee An application fee is payable upon application and includes (but is not limited to) the cost of referencing and will hold the property for period of 3 weeks. This fee is payable in full when an application is made against a property and is non refundable.	£150.00 <i>inc VAT</i> <i>(first applicant)</i> £120.00 <i>inc VAT</i> <i>(each subsequent applicant)</i>
Guarantor Application Fee A Guarantor fee is payable when an applicant or applicants require a guarantor and goes towards the cost (but not limited to) of referencing for the purposes of becoming a guarantor.	£80.00 <i>inc VAT</i>
Amendment Fee Such a charge may be applicable when a change to a tenancy is required mid term. This could be as a result of a change in personal circumstances (This is subject to consent from the landlord)	£120.00 <i>inc VAT</i>
Renewal Fee This is the cost of preparing a new Tenancy Agreement and negotiating with a landlord for an additional fixed term. Extending a tenancy (if agreed with a Landlord) can give the tenant more security by agreeing to a fixed term, and in some circumstances secure the rental amount at a fixed period for duration of that fixed term tenancy.	£90.00 <i>inc VAT</i>
Late Payment Fee This is the cost of processing a late fee	£20.00 <i>inc VAT</i>
Duplicate Tenancy Agreement Original tenancy agreements are provided to both the tenant and landlord alike at the commencement of the tenancy. Where a duplicate copy is required this fee is charged towards the cost of the copy.	£25 <i>inc VAT</i>
Colour Copy of Inventory Copies of the inventory (where applicable) are provided to the tenant at the start of the tenancy. Where a tenant requires an additional copy a charge is made for the cost of producing a copy document.	£25.00 <i>inc VAT</i>
Returned Cheque or Standing Order This is the cost of a returned cheque or standing order.	£25.00 <i>inc VAT</i>
Late Rent Chase Letter This is the costs of sending out a letter and the preparation time in doing so chasing rent after the due date.	£20.00 <i>inc VAT</i>
Failed Mid Term Visit This is the cost where a mid term visit has been booked and access has been able to be gained to the property and as a consequence another visit is to be made.	£30.00 <i>inc VAT</i>
Reference Fee This is the cost of providing a reference to another agency and/or landlord.	£30.00 <i>inc VAT</i>