

# Tenant Fee Structure

## Set up Fee

To include:	Interviewing prospective tenant(s)	
	Administering one tenant reference	
	Prepare & complete Tenancy Agreement	
	Collect deposit & register with DPS	
	Preparation of Landlords Schedule of Condition/Inventory	
	Administering Right to Rent check	
	Provision of EPC & Gas Safety Certificate to Tenant	
	Provision of DCLG 'How to Rent' Guide	
	Smoke Detector & CO test	
	Taking of meter readings	
	Confirming meter readings with utility suppliers	
	Confirming Council Tax liability with Local Authority	£275

**Additional Tenant references (each)** £60

**Guarantor references (each)** £60

**Check In (optional)** £60

**Check Out (optional)** £60

**Personal Schedule of Condition/Inventory (optional)** £99

## Insurance Option

Tenants Liability & Contents Insurance ask us

## Other General Fees

Tenancy Renewal Fee	£60
Additional Right to Rent check	£25
Late rental payment	£30
Missed inspections	£60
Duplication of keys	£18 plus costs
Issuing of legal notices	£30 each
Issuing of letter to third party	£30 each
Change to tenancy agreement	£100
Additional tenant to tenancy agreement	£100 each
Early term agreement	£300
Mortgage/Landlord reference	£30 each
Cleaning	£60 per hour
Change of move out day	£25 per day
Reissue copy of tenancy agreement	£25

## Notes

Tenant and guarantor referencing carried out by third party supplier

Deposit to be registered with Deposit Protection Scheme - Housing Act 2004 & Localism Bill 2011

Smoke Detector and CO test - Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Right to Rent check - Immigration Act 2015

Application and reference fees are strictly non-refundable so if you feel that your application may be unsuccessful please do not commit to a payment. All fees are inclusive of VAT.

**1<sup>st</sup> March 2016**