

# Fees to: Tenant

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## Before you move in

### Set up fee (tenant's share)

Reference one tenant, identity and immigration status check. Contract negotiation (amending and agreeing terms) and arranging the tenancy.

£235 + VAT (£282 inc VAT)

### Additional tenant fee (for more than one tenant)

Processing the application, identity and immigration status check and reference.

£30 + VAT (£36 inc VAT) per additional tenant

### Guarantor fee

Reference, identity check and preparing a Deed of Guarantee as part of the Tenancy Agreement.

£30 + VAT (£36 inc VAT) per guarantor (if required)

### Deposit

Where applicable this deposit will be protected in a government-authorized scheme and may be returned at the end of the tenancy.

Security Deposit usually the equivalent of 6 to 8 weeks rent

### Withdrawing from Tenancy

When your offer is accepted, subject to contract, you will be asked to pay a Pre Tenancy Application Charge equivalent to one weeks rent or £600 (inc VAT).

You will receive a receipt for these funds which details terms and conditions. In the event that you withdraw from the tenancy any reasonable charges as detailed above and within the receipt will be deducted from this payment.

To a maximum of £250 + VAT (£300 inc VAT) per person

## During your tenancy

### Renewal Fee (tenant's share)

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

£100 + VAT (£120 inc VAT)

### Change of sharer

Reference one tenant, identity and immigration status check. Contract negotiation (amending and agreeing terms) and arranging the tenancy.

£235 + VAT (£282 inc VAT)

### Call out services (including out of hours)

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

To a maximum of £200 per hour (£240 inc VAT) plus any actual costs incurred

### Last minute cancellation of prearranged visit

In the event that the tenant cancels a prearranged property visit.

£100 + VAT (£120 inc VAT) per visit.

## Ending your tenancy

### Check out fee (tenant's share)

Sliding scale dependant on the size of the property and whether furnished or unfurnished. An independent Inventory Clerk will attend the property to undertake an updated Schedule of Condition based on the original inventory.

Minimum £72 (inc VAT), maximum of £582 (inc VAT)

### Last minute cancellation or change of inventory appointment.

£50 + VAT (£60 inc VAT)

### Hourly rate

For Landlord or Landlord's Agent replacing any damaged or broken items and reinstating any fixtures and fittings to its original position as reflected in the inventory check in.

£50 + VAT (£60 inc VAT)

### Unpaid rent / returned payments

£25 + VAT (£30 inc VAT) per payment unpaid or returned

Interest on any unpaid or late rent at 4% above the Barclays Bank PLC base rate.



If you have any questions about our fees, please ask a member of staff

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[www.arla.co.uk](http://www.arla.co.uk)

Client money protection (CMP) provided by ARLA

Independent redress provided by Ombudsman Services (OS:P)

Tenancy Deposit Protection Scheme: TDS



Ombudsman Services

