

# Tenant fees

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## Before you move in

### Set up (tenant's share)

Reference one tenant, identity and right to rent check. Contract negotiation (amending and agreeing terms) and arranging the tenancy.

£237.50 + VAT (£285 inc VAT)

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

Reference, identity and right to rent check.

£32.50 + VAT (£39 inc VAT) per additional tenant

### Guarantor

Reference, identity check and preparing a deed of guarantee as part of the tenancy agreement.

£32.50 + VAT (£39 inc VAT) per guarantor (if required)

### Deposit

This is usually the equivalent of 6 to 8 weeks rent

### Company reference

£60 + VAT (£72 inc VAT)

### Withdrawing from Tenancy

You'll be asked to pay a Pre Tenancy Application Charge (PTAC) equivalent to one weeks rent or £600, whichever is greater, when your offer is accepted. If you go ahead with the tenancy this is deducted from the initial invoice.

If you don't go ahead we will charge you to a minimum of £250 + VAT (£300 inc VAT) per person

## During your tenancy

### Renewal (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 right to rent check. Contract negotiation (amending and agreeing terms) and arranging the tenancy.

£329.17 + VAT (£395 inc VAT)

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

Where your actions or lack of actions result in us (or a contractor) attending the property, we make a charge for our time to remedy the situation.

£50 + VAT (£60 inc VAT) per hour and/or you'll also have to pay the contractors invoice.

### Last minute cancellation of prearranged visit

If you cancel a prearranged property visit less than 24 hours before it is due.

£50 + VAT (£60 inc VAT).

## Ending your tenancy

### Check out (tenant's share)

The charge will vary depending on the size of the property and whether furnished or unfurnished.

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

### Last minute cancellation or change of inventory appointment

If you cancel or change a prearranged inventory appointment less than 24 hours before it is due.

£50 + VAT (£60 inc VAT)

### Hourly rate

If we or the landlord have to replace any damaged or broken items, or return any fixtures or fittings to their original position, as per the inventory.

Under £50 + VAT  
Plus any replacement costs

### 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.

Credit cards can be taken for PTAC payments. We'll add this: 1.9% American Express payments or 2% for all other credit cards.



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

We are an ARLA Propertymark protected firm with qualified members

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

Client money protection (CMP) provided by ARLA Propertymark

Independent redress provided by Ombudsman Services (OS:P)

Tenancy Deposit Protection Scheme: TDS

 **TDS** Ombudsman Services

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