

FEES – TENANTS – Before 1st June 2019

FEE	DESCRIPTION	AMOUNT (inc. VAT)
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BEFORE THE TENANCY

Right to rent checks	From 1 st February 2016 the home office require all letting agents and landlords to check that tenants have the legal right to rent a property	£5 (per tenant)
Referencing	Obtaining references from current or previous employers / landlords, identity / immigration checks and financial credit checks prior to tenancy commencing	£250 for 1 person, £400 for 2 people and £100 for each subsequent person
Guarantor	Carrying out financial credit checks on a guarantor	£100 (per guarantor)

DURING THE TENANCY

Contract Renewal	Renewing and updating the tenancy agreement at the end of the tenancy period	£60
Contract Amendment	Negotiating and amending the terms of the tenancy agreement during your tenancy, for example a change of tenant or amendment of incorrect details supplied	£36
Late Payments	Letters sent in pursuit of arrears will be charged	£36 (per letter)
Rejected payments	For any payments presented to the bank but returned, refused or re-presented by the bank for any reason	£36 (for each presentation which fails)
Breach of Tenancy Agreement	Letters sent concerning breaches of tenancy agreement	£36 (per letter)
Inspections	We have the right to charge a fee should you wish to change the inspection date	£30
Copy Documents	Should you require copies of any documents	£30 (per document)

END OF THE TENANCY

Check out/Inventory	Attending the property to update the inventory to reflect the current condition of the property and to take final meter readings	£84
Lost Key	Arranging the replacement of a lost key	£30
Professional cleaning	Arranging professional cleaning of the property to return it to the same condition as at the start of the tenancy (if required)	£15 per hour (deducted from the deposit)

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