

## **Fees apply**

### **Tenancy application/references**

A payment to indicate your commitment of £250 is required when you submit your application and is held against expenses. If your application is successful, this payment will be deducted from your Initial Money. The payment is non-refundable should your application be unsuccessful or withdrawn in certain circumstances, the details of which are set out in the confirmation letter. Please note that this payment in advance does not constitute a tenancy or offer of a tenancy but is proof of your serious intention to proceed.

When do you sign and what do you pay?

Once acceptable references have been received and approved, a date will be agreed for the commencement of your tenancy. It is essential that you sign the Tenancy Agreement and pay the Initial Money before this date.

#### **The Initial Money consists of:**

- First month's rent in advance
- Security Deposit – Approximately one and a half month's rent
- Administration Fee £60 per tenant
- Referencing Fee £60 per tenant
- Inventory Report and Check-in fee - from £85.00 to £180 (according to the size of the property)
- Tenancy Agreement £150
- Tenancy Renewals £75

#### **Other Charges:**

If there are any guarantors to the tenancy:

- Guarantor Referencing Fee £60 per guarantor
- Agreement of Guarantee £100

And if the tenant is a company:

- Company Referencing Fee £150
- Company Admin £150
- Extension Agreements £100

#### **Optional extras to be agreed:**

- Amendments to Contract
- Outgoing reference fee (after vacating the property)

The charges listed above are the maximum fees that will be applied depending on your circumstances and the number of tenants. The Initial Money will be detailed in the confirmation letter and must be paid directly into our bank account.

**Please note: All of our fees are subject to VAT at the standard rate of 20%.**

**Please note we do not have the facilities to accept cash or card payments.**