

TENANT FEES

(All prices include VAT unless otherwise stated)

BEFORE MOVE IN	
Set up fee Includes offer and contract negotiation, any second visits to the property in question, organising any special requests or terms of the offer, drawing up tenancy agreement (split with landlord,) taking proof of identity and proof of address.	£108 per tenancy
Tenants reference check Includes a professional referencing company collecting the tenants current and previous landlord references, employment references and credit checks.	£54 per person
Company reference check Includes obtaining references from the companies accountant / auditor, up to two trade referees and a credit check which looks at the financial records of the company.	£54 per company
Providing the first guarantor Including processing the employment and credit checks as part of the referencing process, drawing up and having signed the guarantor contract and obtaining proof of identity and proof of address from the guarantor.	FREE
Providing a second guarantor If the tenants first guarantor fails the reference checks or withdraws from acting as guarantor and a second guarantor is put in place, this will include the same as above, but there is a fee payable.	£54 per person
Pet Deposit This will be at the landlords discretion but is often the equivalent to two weeks rent to cover the additional risk of property damage. This will be protected along with the security deposit and may be returned at the end of the tenancy, subject to the results of the check-out report.	
DURING THE TENANCY	
Change of tenant This includes the tenants reference check as listed above, drawing up the new tenancy agreement and prescribed information. Arranging for both documents to be signed by all tenants and landlord, obtaining new tenants proof of identity and address, drawing up tenancy surrender documents for outgoing tenant and ensuring those are also signed.	£270 per person
Unpaid rent Interest will be paid at the rate of 10% per annum on any rent in arrears for more than 14 days, this is calculated from the date upon which such rent was due to be paid, to the date upon which cleared funds are received.	
Replacement or additional keys If the tenants would like an additional set of keys, and the landlord approves, they can organise to have a set cut. If the tenants lose a set of keys to the property, they must be replaced by the tenant at their cost. If First Union are required to have the keys cut there will be a charge as listed above.	£60 plus price of keys
AT END OF TENANCY	
Professional cleaning (if required) Only charged where professional cleaning is required to return the property to the same condition as at the start of the tenancy.	Ranges from around £90 for a studio to £500 for a four bed
Check-out Only required if there was a check-in at the beginning of the tenancy. Includes an inventory clerk meeting the tenants at the property to go through the original check-in report and update the schedule of condition.	Ranges from around £80 for a studio apartment to £210 for a four bed

