

## **Fees & Information for Tenants**

All properties are available for a minimum of six months. Pets may be allowed by express permission of the landlord, also some landlords prefer no children or smokers. Prospective tenants must satisfy a credit check and comprehensive referencing including a previous landlords reference, if applicable (credit, business bank and accountants references in the case of self-employed or company tenancies). A security deposit of at least six week's rental is required. Rent is to be paid one month in advance. An application fee is payable when an application is submitted which is non-refundable except by default or the landlord. It is the tenant's responsibility to insure any personal possessions. Payment of all utilities including water rates or metered supply and Council Tax is the responsibility of the tenant in every case.

While every reasonable effort is made to ensure the accuracy of descriptions and content, we should make you aware of the following guidance or limitations.

(1) MONEY LAUNDERING REGULATIONS prospective tenants will be asked to produce identification documentation during the referencing process including proof of address and wage slips and we would ask for your co-operation in order that there will be no delay in agreeing a tenancy.

(2) These particulars do not constitute part or all of an offer or contract.

(3) The text, photographs and plans are for guidance only and are not necessarily comprehensive.

(4) Measurements/Floor Plans: These approximate room sizes are only intended as general guidance. You must verify the dimensions carefully to satisfy yourself of their accuracy.

(5) You should make your own enquiries regarding the property, particularly in respect of furnishings to be included/excluded and what parking facilities are available especially if you are travelling some distance to view.

(6) Before you enter into a tenancy for one of the advertised properties, the condition and contents of the property will normally be set out in a tenancy agreement and inventory. Please make sure you carefully read and agree with the tenancy agreement and any inventory provided before signing these documents.

(7) The services, systems and appliances listed in this section have not been tested by us and no guarantee as to their operating ability or efficiency is given.

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## NON-OPTIONAL FEES AND CHARGES INCLUDING VAT

### BEFORE MOVE IN:

Setup fee (*Tenant's share*) £250.00 (for the first Tenant)

Referencing of one tenant (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

Additional tenant fee £100.00 (per tenant)

Processing the application, associated paperwork and referencing.

Guarantor Fee £100.00 per guarantor (if required)

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement.

Permitted Occupier fee £50.00 (per permitted occupier)

Explaining to any permitted occupier their rights and responsibilities towards the names tenant/s and landlord as well as the provision of documentary guidance and assistance during the tenancy.

Inventory Fee (*Tenant's share*) £100.00

Preparing and providing an inventory and schedule of condition of the property and taking meter readings for utilities and services.

Pet Deposit Returnable additional security deposit of £200.00

To cover the added risk of property damage. This will be protected with your security deposit in a government-authorised scheme and may be returned at the end of the tenancy.

### DURING YOUR TENANCY:

Amendment fee/Addendum £90.00

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.

Renewal fee (*Tenants share*) £75.00

Contract negotiation and references required when a new occupant is added to the Tenancy.

Change of sharer fee £150.00

To cover administration and references required when a new occupant is added to the Tenancy.

### ENDING YOUR TENANCY:

Check out fee (*Tenants share*) £100.00

Attending the property to undertake an updated schedule of condition based on the original inventory and negotiating the repayment of the security deposit/s

Future Landlord Reference Fee £25.00 per reference

Collating information and preparing a reference for future landlord or lettings agent

### OTHER FEES AND CHARGES:

Lost Security items £50.00 plus item cost

Obtaining necessary permissions, sourcing providers and travel cost

Out of hour's services £150 per hour, plus any additional expense incurred

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

Late rent fee £24.00

Returned standing order charge £36.00

Where the Tenancy has ended and the tenant has failed to cancel their standing order

Cash/cheque Handling fee £12.00

Debit card transaction fee 0.5%

Credit card transaction fee 3%

**IF YOU HAVE ANY QUERIES ON OUR FEES, CONTACT YOUR LOCAL JOHN GERMAN BRANCH OR EMAIL [LETTINGS@JOHNGERMAN.CO.UK](mailto:LETTINGS@JOHNGERMAN.CO.UK)**

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