

## FEES AND SERVICES - A TENANTS GUIDE

This guide has been produced to inform prospective tenants of some of the procedures and requirements that relate to a typical tenancy, and of the fees involved.

**Please read this carefully.**

### **1. Tenancy Application / Referencing**

When a suitable property to rent has been found ALL persons aged 18 or over will be required to complete an application form and will be named on the tenancy agreement. References (these may include bank references, employer's references, accountant's references and current landlord's references). Credit checks as well as the right to rent checks will also take place. You will need to meet the affordability criteria of the referencing company (Paragon) that work on our behalf. We will also require photographic ID and Proof of Residency for each individual. A fee of £300 will apply for the first tenant for this service. Each additional tenant will be charged at the rate of £60 per person.

### **2. Tenancy Agreement / Change of Tenant(s)**

Before your tenancy can commence you will be required to sign an Assured Shorthold Tenancy Agreement which sets out the landlords and tenants obligations. The charge to the tenant for preparing this agreement is included in the tenancy application / referencing fee shown above. Should you wish to change tenants (one or more persons) at any time during the tenancy you must inform us prior to the change taking place as you must have the landlords agreement to do so (this could mean the new tenant (s) needing to be referenced, as per section 1 above, in which case the tenancy application / referencing fees stated in section 1 will apply).

### **3. Security Deposit**

Before your tenancy can commence you will be required to pay a security deposit, which will be equivalent to a minimum of one month's rent (should the landlord want a larger deposit you will be informed of this and of the exact amount required prior to you submitting your completed application / referencing forms to us ). Your landlord or agent must protect your security deposit (and any additional pet deposit, if required) by using a Government authorised Tenancy Deposit Scheme.

### **4. Pets / Pet Deposit**

Should you wish to keep pets at the property the agreement of the landlord must be obtained prior to the tenancy commencing. The landlord may require you to pay an extra pet deposit, in addition to the security deposit detailed in section 3, to cover any added risk to the property. The amount of pet deposit required will be detailed to you prior to you submitting your completed application / referencing forms to us.

### **5. Monthly Rental Payments**

All rental payments are calculated per calendar month and are payable in advance.

### **6. When do you pay?**

The tenancy application / referencing fees are paid at the time of you submitting completed application / referencing forms to our offices. The security deposit and first month's rent in advance must be paid, in cleared funds, prior to the commencement of the tenancy. **Please note that we do not have the facility to take credit / debit card payments**

## **7. Guarantor(s)**

Should you require a guarantor (this may not be known until your application has been processed and references have been obtained) they will need to go through the same process as detailed in section 1. A fee of £60.00 will apply (per guarantor). This fee includes the preparation of the Deed of Guarantor which will need to be signed and witnessed.

## **8. Extension Agreements / Renewal of Assured Shorthold Tenancy**

Should you wish to extend or renew your tenancy at the end of the initial fixed term, and subject to the landlord's agreement for you to do so, a fee of £75.00 will apply. This fee covers contract negotiation and the preparation of, and signing of, the new documentation.

## **9. VAT.**

All fees are inclusive of VAT.

## **10. Client Money Protection (CMP).**

Please note that we do not subscribe to, or belong to, a client money protection scheme.

## **11. Independent Redress**

Please note that we are a member of The Property Ombudsman for Lettings Agents.

**SHOULD YOU HAVE ANY QUESTIONS ON OUR FEES AND / OR OUR SERVICES PLEASE ASK A MEMBER OF STAFF.**