

# Moving with County Property Management

Welcome and thank you for contacting us.

We have been established for over 30 years. We are full members of the National Federation of Property Professionals Client Money Protection Scheme through our membership of ARLA PropertyMark (The Association of Residential Letting Agents), Safe Agent and The Property Ombudsman being the largest lettings redress scheme in the UK, making County Property Management a name you can trust.

You should always choose your agent with care, only considering those displaying these trusted accreditations which provide the assurance that you will receive both a high standard of service and the peace of mind that comes with the knowledge your money is protected and your agent abides by a strict code of conduct.

We are required by law to disclose all charges and the information given below is provided to ensure you are fully informed of any fees and costs involved in renting a property through County Property Management. The fees cover work that will vary according to the circumstances of the tenancy and will include, amongst other things conducting viewings, providing expert local knowledge of the area, including schools and transport links, negotiating the tenancy, verifying and checking references, drawing up and negotiating the terms of the Tenancy Agreement.

Please do call if you have any questions or to receive the very latest property updates as they become available.

We genuinely look forward to connecting you with your next property.



## Agency fees *Please note that these charges are non-refundable*

**£252.00 inclusive of VAT** (£210.00 + VAT) for 1 adult applicant **£240.00 inclusive of VAT** (£200.00 + VAT) for a company tenant  
**£204.00 inclusive of VAT** (£170.00 + VAT) for each additional adult applicant **£180.00 inclusive of VAT** (£150.00 + VAT) for each guarantor

**£60.00 inclusive of VAT** (£50.00 + VAT) for changing any terms that have already been agreed, including changing the tenancy commencement date which will necessitate amended documentation to be produced.

**£42.00 inclusive of VAT** (35.00 + VAT) for undertaking right to rent review checks where a time limit has been established

### Inventory check out charges:

Unfurnished charges		Furnished charges	
Studio	<b>£114.00 inclusive of VAT</b> (£95.00 + VAT)	Studio	<b>£138.00 inclusive of VAT</b> (£115.00 + VAT)
1 Bed	<b>£138.00 inclusive of VAT</b> (£115.00 + VAT)	1 Bed	<b>£156.00 inclusive of VAT</b> (£130.00 + VAT)
2 Bed - 1 Bath	<b>£150.00 inclusive of VAT</b> (£125.00 + VAT)	2 Bed - 1 Bath	<b>£174.00 inclusive of VAT</b> (£145.00 + VAT)
2 Bed - 2 Bath	<b>£168.00 inclusive of VAT</b> (£140.00 + VAT)	2 Bed - 2 Bath	<b>£192.00 inclusive of VAT</b> (£160.00 + VAT)
3 Bed - 1 Reception	<b>£228.00 inclusive of VAT</b> (£190.00 + VAT)	3 Bed - 1 Reception	<b>£252.00 inclusive of VAT</b> (£210.00 + VAT)
3 Bed - 2 Reception	<b>£258.00 inclusive of VAT</b> (£215.00 + VAT)	3 Bed - 2 Reception	<b>£276.00 inclusive of VAT</b> (£230.00 + VAT)
3 Bed - 3 Reception	<b>£300.00 inclusive of VAT</b> (£250.00 + VAT)	3 Bed - 3 Reception	<b>£336.00 inclusive of VAT</b> (£280.00 + VAT)
Per additional room	<b>£24.00 inclusive of VAT</b> (£20.00 + VAT)	Per additional room	<b>£36.00 inclusive of VAT</b> (£30.00 + VAT)

## Completion requirements

### Prior to moving in you need to pay:

- First rent payment
- Tenancy deposit where applicable - Usually equal to one and a half month's rent but you will be notified if a larger deposit is required, for instance if pets are kept at the property.
- Cleaning charge only applicable to the Zero Deposit Option - see overleaf
- Check out fee

### Acceptable methods of payment:

- Debit card/Bank transfer
- Credit card - payments must be made at least 48 hours in advance of the tenancy commencement

**Please note: There is a surcharge of 2.5% for payment with a credit card or an overseas debit card**

### Insurance

You will need an insurance policy covering you against accidental damage. Get a quote online by visiting [www.hisinsurance.com/tenants](http://www.hisinsurance.com/tenants) or calling 01534 515161



## What happens if my tenancy is renewed?

Should your tenancy be renewed you will be required to contribute **£114.00 inclusive of VAT** (£95.00 + VAT) towards the renewal charges.



## Zero Deposit Option

The five fees listed below pertain solely to the Zero Deposit Option (ZDO) but are in addition to the other fees listed overleaf and below.

- A fee of 3.6% inclusive of VAT of the monthly rent for taking the benefit of the option of the Zero Deposit Option. Where rent for the term is paid in full and in advance the ZDO fee for the term is also payable in full and in advance.
- A fee of 4.4% inclusive of VAT of the monthly rent for taking the benefit of the option of the Zero Deposit Option where a landlord has agreed to pets residing at the property. Where rent for the term is paid in full and in advance the ZDO fee for the term is also payable in full and in advance.
- End of tenancy professional cleaning charge - studio apartment at £99.00 inclusive of VAT plus £49.00 inclusive of VAT for each additional bedroom
- Arbitration fee of £120.00 inclusive VAT - this fee will be refunded to the tenant on a pro rata basis of any percentage of any disputed amount being awarded in the tenant's favour by the relevant arbitration service.
- Tenancy Agreement Substitution charge £150.00 inclusive VAT – should you decide to opt out of the ZDO and pay a monetary deposit which would entail a new Tenancy Deposit Protection Agreement



## Fees that may be payable during the Tenancy Term

### General Fees - payable to County Property Management

- £35.00 + VAT (£42.00 inclusive of VAT) for any aborted pre-arranged visit to the property
- £35.00 + VAT (£42.00 inclusive of VAT) for supplying any written reference
- £50.00 + VAT (£60.00 inclusive of VAT) to allocate any refund of deposit to multiple accounts
- £25.00 + VAT (£30.00 inclusive of VAT) for any refund of a tenancy deposit by cheque; no charge is payable when made via BACS
- £25.00 + VAT (£30.00 inclusive of VAT) for a replacement copy of the Inventory or Tenancy Agreement
- £75.00 + VAT (£90.00 inclusive of VAT) for each Endorsement to the Tenancy Agreement
- £25.00 + VAT (£30.00 inclusive of VAT) for any refund of overpaid rent as a result of failure by the tenant to cancel the standing order mandate
- £50.00 + VAT (£60.00 inclusive of VAT) for the first instruction to a contractor and supervision of works noted as tenant responsibility following tenancy check out
- £25.00 + VAT (£30.00 inclusive of VAT) for each subsequent instruction to any contractor
- £150.00 + VAT (£180.00 inclusive of VAT) for producing, subject to landlord consent, a new Tenancy Agreement where the tenant wishes to rescind a notice to surrender and remain in the property
- £175.00 + VAT (£210.00 inclusive of VAT) for any unlawful termination of the tenancy agreement

### Default Fees - payable in connection with any tenant default during the term of the tenancy

- £35.00 + VAT (£42.00 inclusive of VAT) for any letter
- £80.00 + VAT (£96.00 inclusive of VAT) for the service of any notice
- £45.00 + VAT (£54.00 inclusive of VAT) for any visit to the property made by the staff of the landlord's agent
- £55.00 + VAT (£66.00 inclusive of VAT) per month for each month a tracing agent is instructed to locate any tenant who has vacated the property without providing a forwarding address. In addition, the tenant will be responsible to the agent for the fees charged by the tracing agent.