

Harcourts' Tenant Fees

Fee Description	Cost (including VAT)
Single applicant fee – <ul style="list-style-type: none">Full referencing, including affordability check, credit check and previous landlord check.Paperwork preparation.To carry out Right to Rent checks.	£300.00
Additional applicant fee – <ul style="list-style-type: none">Referencing & paperwork preparation in relation to the new tenancy as stated above.	£170.00
Guarantor fee – <ul style="list-style-type: none">Credit and affordability referencing.Preparation of Deed of Guarantee.	£120.00 (per person)
Student properties application fee – <ul style="list-style-type: none">Full referencing of applicant, including guarantor.Paperwork preparation.To carry out Right to Rent checks.	£320.00 (per person)
Student check out fee – <ul style="list-style-type: none">Arranging for the independent clerk to attend the property at the time of the check-out to compile a report showing the schedule of condition at the end of the tenancy.	£75.00 (per person)
Re-let fee – <ul style="list-style-type: none">Correspondence and administration involved in a tenancy extension fixed term or periodic (by agreement only).	£75.00 (per property)
Change of sharer – <ul style="list-style-type: none">Full referencing.Supply a new fixed term Tenancy Agreement and all associated letting paperwork .	£230.00 (per person)
Check out fee – Tenant contribution <ul style="list-style-type: none">Arranging for an independent clerk to attend the property at the time of the check-out to compile a report showing the schedule of condition at the end of the tenancy.	£96.00 (per property)
Addendum to the Tenancy Agreement – <ul style="list-style-type: none">An extension to the Tenancy Agreement to show a Permitted Occupier.	£120.00

<p>Works fee –</p> <ul style="list-style-type: none"> We reserve the right to charge for any works required as a result of dilapidations to the property for which the tenant is responsible. 	12% of Net Cost
<p>Deed of surrender-</p> <ul style="list-style-type: none"> The tenant wishes to terminate the fixed term tenancy early and the landlord is in agreement providing all reasonable costs are paid and the rent is up to date on the day of release. Landlord setup fee (£270.00) Inventory (£132.00) Agent administration fee (£75.00) 	£477.00
<p>Non cancellation of Standing Order –</p> <ul style="list-style-type: none"> If the tenant fails to cancel their standing order after expiry of the tenancy and we are required to carry out a refund. 	£30.00
<p>Future landlord reference fee –</p> <ul style="list-style-type: none"> Collating information and preparing a reference for a future landlord or letting agent. 	£24.00 (per person)
<p>Duplicate documents</p> <ul style="list-style-type: none"> Charge is made per item for copy Tenancy Agreements, Inventories 	£24.00 (per item)
<p>Letter request –</p> <ul style="list-style-type: none"> A letter written on headed paper, at the tenant’s request. 	£30.00 (per letter)
<p>Rent arrears letter –</p> <ul style="list-style-type: none"> If required to be sent due to rent arrears. 	£30.00 (per letter)
<p>Returned (bounced) cheques –</p> <ul style="list-style-type: none"> Charged for any cheques presented to us which cannot be paid. 	£13.20 (per cheque)
<p>Unpaid postage –</p> <ul style="list-style-type: none"> If a staff member needs to collect post from the post office which has been sent to us by the tenant but without sufficient postage to enable delivery. 	Cost plus £9.60 (per item)
<p>Lost keys –</p> <ul style="list-style-type: none"> If keys are lost by the tenant and a new set is required to be cut. 	Cost plus £12.00 (per set)
<p>Professional cleaning –</p> <ul style="list-style-type: none"> If cleaning is required at the end of the tenancy to return the property to the same level of cleanliness as at the start of tenancy. 	£30.00 (per hour)