

## NON-OPTIONAL FEES AND CHARGES – BEFORE YOU MOVE IN:

**Set-up Fee** **£83.33 + VAT (£100 inc VAT)**  
 Referencing first 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** **£50 + VAT (£60 inc VAT)**  
 Processing the application, associated paperwork and referencing. If applicants are not related or have resided at the same address for at least 9 months then both applicants will be charged at £100 inc VAT.

**Guarantor Fee** **£15 + VAT (£18 inc VAT)**  
 Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

**Permitted Occupier Fee** **£100 + VAT (£120 inc VAT)**  
 Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

**Tenancy Agreement** **£100 + VAT (£120 inc VAT)**  
 Preparation of Tenancy Agreement to be signed by Landlord and Tenant and relevant copies exchanged.

**Bond**  
 This will vary depending on the property concerned and will be detailed separately on the property particulars, window cards and website.

If you have any questions on our fees, please ask a member of staff.

## NON-OPTIONAL FEES AND CHARGES – DURING YOUR TENANCY:

**Amendment Fee** **£50 + VAT (£60 inc VAT)**  
 Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

**Renewal Fee** **£50 + VAT (£60 inc VAT)**  
 Contract negotiation, amending terms and arranging a further tenancy and agreement.

**Future Landlord Reference Fee** **£25 + VAT (£30 inc VAT)**  
 Collating information and preparing a reference for a future landlord or letting agent.

**Unpaid Rent/Returned Payments** **Interest at 8% above Bank of England Base Rate from date due.**

If you have any questions on our fees, please ask a member of staff.