

# Tenant Fee Sheet

## PRE-TENANCY TENANTS

£275+Vat or (£330 incl.Vat) – for 1 tenant  
£75+Vat or (£90 incl.Vat) – per additional tenant

### *This fee includes:*

A wide scope of works depending on the circumstances involved with each individual tenancy can include, but are not limited to the negotiating of the tenancy and any individually negotiated clauses, compiling and verifying reference checks for submission to your prospective landlord, undertaking Right to Rent checks, obtaining acceptance of your reference checks from your prospective landlord, obtaining and verifying all necessary safety certificates and consents prior to the tenancy commencement, sourcing quotes and arranging any conditional pre-move-in works to the property, taking payment of the move-in monies prior to the tenancy commencement date and registration of the security deposit and issuing a registration certificate, where applicable.

## GUARANTORS

£75+Vat or (£90 incl.Vat) – per guarantor

### *This fee includes:*

Compiling and verifying references, submitting completed reference reports to the prospective landlord, obtaining acceptance reports from your prospective landlord and the production of the deed of guarantee.

## CHECK-IN FEE

£140+Vat or (£168 incl. Vat) – for a studio.  
+£20+Vat or (£30incl. Vat) – per additional bedroom  
+£15+Vat or (£18incl. Vat) – per additional bathroom

### *This fee includes:*

The completion of an extensively detailed and professionally compiled inventory check-in report, as well as an appointed representative who will arrange to meet you at the property and conduct a walk-through of your new home.

## CHANGE OF OCCUPANCY/SHARER WITH AN EXISTING TENANCY

£305+Vat or (£390 incl.Vat)  
£75+Vat or (£90 incl.Vat) – per additional tenant

### *This fee includes:*

A re-drafting of the original tenancy agreement, the negotiating of the tenancy and any individually negotiated clauses, compiling and verifying reference checks for submission to your prospective landlord, undertaking Right to Rent checks, obtaining acceptance of your reference checks from your prospective landlord, obtaining and verifying all necessary safety certificates and consents prior to the tenancy commencement, taking payment of the move-in monies prior to the tenancy commencement date and registration of the security deposit and issuing a registration certificate, where applicable.

**RENEWAL OF TENANCY**

£100+Vat or (£120incl.Vat)

*This fee includes:*

The administration and negotiations of a renewal tenancy between the landlord(s) and tenant(s) and any new amendments or individually negotiated clauses and the production of the extension of the agreement.

**OTHER FEES & CHARGES**

**LANDLORD REFERENCE FEE**

£30+Vat or (£36incl.Vat)

*This fee includes:*

*The verification that a former tenant's rental account is accurate, that the property they were residing in was kept and maintained in line with their contractual obligations, as well as the administration costs involved for providing such a reference on company letterhead.*

**Inventory / Check-In/Out**

	<b>1 bath</b>	<b>2 bath</b>	<b>3 bath</b>	<b>4 bath</b>	<b>5 bath</b>
<b>Studio</b>	£140				
<b>1 bed</b>	£160				
<b>2 bed</b>	£180	£195			
<b>3 bed</b>	£220	£235	£250		
<b>4 bed</b>	£280	£295	£310	£325	
<b>5 bed</b>	£380	£395	£410	£425	£440

\*Starting Studio price @ £140

\*Each additional Room/Bedroom @ £20

\*Each additional bathroom @ £15