

# TENANT FEES SCHEDULE

## EXISTING ASSURED SHORTHOLD TENANCIES (ASTS) AND ALL ASSURED TENANCIES

[www.securelets.co.uk](http://www.securelets.co.uk)

### BEFORE YOU MOVE IN

Set-up Fees (Tenant's Share): £200.00 (inc. VAT) per tenancy. Referencing for one tenant (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability).

Additional Tenant Referencing Fees: £60.00 (inc. VAT) per tenant. As Set-up Fees above for additional tenants

Guarantor Fees: £90.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Tenancy Documentation & Sign Up Fee: £100.00 (inc. VAT) Cost of preparing all tenancy documents and arranging the sign up appointment with the in going tenants.

Pet Deposit: Additional Security Deposit of 2 weeks' rent To cover the added risk of property damage. This will be protected with your security deposit in government-authorised scheme and may be returned at the end of the tenancy.

### DURING YOUR TENANCY

Renewal Fees (Tenant's Share): £60.00 (inc. VAT) per tenancy Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Variation of Contract Fees: £60.00 (inc. VAT) per request. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

### ENDING YOUR TENANCY

Check out Fee (Tenant's Share): £60.00 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.

### Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

### OTHER FEES AND CHARGES

Out of Hours Service: £25.00 per hour (inc. VAT) plus any actual costs incurred. Where actions of the tenant results in the agent (or nominated contractor) attending the property, their time to remedy the situation is charged at the prevailing rate

Rent Arrears / Returned Payments: £30.00 (inc. VAT) per letter, telephone call or email requesting payment plus interest at 8% above Bank of England Base Rate from Due Date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.

Abortive Contractor, Landlord or Agent Visit: £30.00 (inc. VAT) per missed appointment if tenant fails to allow access for pre arranged visit.

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

CLIENT MONEY PROTECTION: **propertymark**  
[www.propertymark.co.uk](http://www.propertymark.co.uk)

INDEPENDENT REDRESS: **The Property Ombudsman**  
[www.tpos.co.uk](http://www.tpos.co.uk)

