

RESIDENTIAL LETTINGS FEE LIST: TENANTS

List of Application/ Administration Charges:

All applicants over 18 are to be referenced and named on the tenancy

The application fee must be paid when submitting your application form.

Charges for applications:

- Single applicant £95.00
- Additional applicant references are charged at £95.00 per person. E.g. three applicants would cost £285.00.

The above fee is to cover the costs and administration of taking references relating to your suitability as a tenant and will include a credit check, references from employers and landlords where applicable.

The fee's that are payable when the lease is signed are as follows:

- £150.00 Tenancy set up fee (per property). The fees payable are to cover costs of preparation of the lease and inventory.

Charges during your lease:

- £50.00 **Lease Renewal:** Should you require a new tenancy agreement when the lease expires a charge of £50.00 is levied to cover the costs of production of the lease. You have the option to stay at the property on a periodic lease for which no charge is levied.
 - £30.00 **Arrears Letters:** for any letter issued in connection with rental arrears
- £30.00 **Failed Meeting:** for failing to meet with an agreed appointment at the property you have leased.
- **Lease alterations:** If a tenant wishes to leave and the lease pass to one new tenant or existing tenants then lease renewal and reference fees would apply. The cost of calculating this fee is the number of tenants at the property plus the lease renewal fee. I.e.: 3 tenants £285.00 applications and £50.00 renewal.

All the above charges would include VAT (Value added tax)



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