

# TENANT FEES

## For Company Let's & Non-Housing Act Tenancies

### BEFORE MOVING IN

Administration Fee for 1 or 2 applicants (subject to a minimum of £300)	40% of the agreed monthly rent
Additional person after 2 applicants	£60 (per applicant)

Reservation Monies (VAT not applicable) (credited against your Move In Invoice)	£500
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Check in fee / Check out fee (see chart below)

#### Property Type

Studio	<b>Check-In</b>	<b>£110</b>
	Check-Out / Aborted Check-out	£130
1-Bed	<b>Check-In</b>	<b>£130</b>
	Check-Out / Aborted Check-out	£140
2-Bed	<b>Check-In</b>	<b>£145</b>
	Check-Out / Aborted Check-out	£150
3-Bed	<b>Check-In</b>	<b>£165</b>
	Check-Out / Aborted Check-out	£170
4-Bed	<b>Check-In</b>	<b>£180</b>
	Check-Out / Aborted Check-out	£185
5-Bed	<b>Check-In</b>	<b>£230</b>
	Check-Out / Aborted Check-out	£240
6 Bed Plus	<b>Check-in</b>	<b>£285</b>
	Check-Out / Aborted Check-out	£315

### ADDITIONAL FEES (DEPENDANT ON CIRCUMSTANCES)

Guarantor's Clause	£90
Permitted Occupier(s) Clause	£90
Pet Clause	£90
Break Clause	£90
Other Tenancy Amendments	£90
Express Check In Fee	£120
Tenancy Renewal	£150
Other Tenancy Amendments	£90
Rent Arrears Letters	£12
Early Termination Fee (Full Management & Rent Collection Service)	£500
Change of Occupier during a Tenancy	40% of the monthly rent
Check out fee (depending on size/furnishings)	See table above
Third Party reference request	£24

### DESCRIPTION OF FEES

#### Reservation Monies

Once you have decided to apply for a property and the terms of the tenancy have been provisionally agreed with your landlord you will be asked to pay the reservation monies and complete a property reservation form. The property will be reserved in your name for a period of two weeks from the date of receipt of the reservation monies. We may show it to other people but no other tenancy applications will be accepted while the property is being reserved for you. The monies will be deducted from your Move In Invoice.

#### Withdrawal fees

If you withdraw from the tenancy less than 14 days after this reservation, the monies will be returned to you less the administration fee. If you withdraw your application 14 or more days after this reservation, the monies will be forfeited in full.

If you withdraw from the tenancy less than 14 days before the tenancy start date, the reservation monies will be forfeited in full.

If you fail references because of undisclosed adverse credit history, the reservation monies will be forfeited in full

#### Administration fee

The tenancy administration fee includes the cost of referencing which will include checking your credit status, contacting your current and/or previous employer, current and/or past landlords, and take into account any other information to help assess the affordability of your tenancy application. The fee also includes providing a Tenancy Agreement and protecting your security deposit and is payable no later than 48 hours prior to commencement of your tenancy and will be detailed in your Move In Invoice.

#### Additional Person

This covers the cost of processing the application and associated paperwork where there are more than 2 tenants.

#### Check In Fee

This fee is for the attendance of an inventory clerk who will check an Inventory with you to confirm the condition of the property and will depend on the size of the property.

#### Guarantor's Referencing

We will advise you if you are required to provide a Guarantor after your ability to pay the rent has been assessed by a reference provider. A guarantor will undergo credit referencing – to ensure they have sufficient earnings to cover the overall rent commitments in the event that you are unable to pay your rent. This fee is payable in respect of each Guarantor that requires referencing. Generally only a parent or child are considered to be acceptable as guarantors.

#### Permitted Occupier

Is a person approaching, or is over the age of 18, who will not be permanently residing at the rented property. This only applies in very specific situations and then only with the landlords consent. The administration costs include supplying the relevant documentation that explains in more detail what it means to be a permitted occupier and how this fits in with the tenancy of the property.

#### Other Tenancy Amendments/Special Tenancy Conditions

If you require a change to the standard tenancy agreement this fee will be charged. This fee will also be charged if you wish to change the agreed terms of the tenancy during the tenancy.

#### Express Check In Fee

This fee applies if you request a move-in less than 5 working days after reservation.

#### Move In Invoice

You will be provided with a Move In Invoice along with other move in paperwork. This will show the amount due to be paid before move in. It will include, the security deposit, the first month's rent and any fees, less the reservation monies already paid. To avoid potential delay to your move in this should be paid by cleared funds at least 48 hours before move in.

During and after the tenancy, we offer additional services where fees may apply:

#### Extension fee

This is the cost of preparing a new Tenancy Agreement and negotiating with your landlord for a further fixed term tenancy. Other Tenancy Amendments & Special Tenancy Conditions. This may be applicable if a change to the tenancy is required mid term. This may be due to a change in personal circumstances and / or a request to leave the tenancy early is agreed prior to the end of the tenancy agreement (this is subject to Landlord consent).

#### Paperwork Fee

You will have "free" online access to all documents relating to your tenancy. However if you require paper copies each document will be subject to this fee.

#### Rent Arrears

The Landlord reserves the right to charge interest on any rent in arrears calculated on a daily basis from the date that the same shall become due until payment is made in full and recover the interest as though it were rent. Should rent not be received on the due date, a letter will be sent after 7 days and then again at 7 day intervals confirming non-receipt whilst rent remains unpaid. Tenants will be charged the appropriate fee for each letter sent. All legal costs will be charged to the Tenant.

#### Early Termination of Tenancy

If the tenant requests early termination of the contract (subject to Landlords agreement) the property will be remarketed in order to find suitable replacement tenants. The tenant agrees to pay the fee immediately to the agent in order to cover remarketing costs. The agent will commence marketing once in receipt of the fee.

In addition the tenant may be requested to pay the landlords administration fee and will remain liable for all Tenancy obligations including the rent until the commencement of the new contract with new Tenants.

#### Check out fee

This fee is for the attendance of an inventory clerk who will check the Inventory with you to confirm the condition of the property at the end of your Tenancy and includes a detailed checkout report to assist in the assessment of the return of your deposit. The fee will be dependent on the size of the property.

#### Third Party reference request

If at any time during or after your tenancy we are requested to provide a reference on your suitability as a tenant, this fee is chargeable.

All the above will be payable in advance of any work or action being undertaken.

Any fees and charges outstanding at the end of your tenancy will be deducted from your deposit.

**All fees shown are INCLUDING VAT at 20% unless stated otherwise**

Client Money Protection is provided by ARLA Propertymark. The redress scheme for Davis Tate is TPOS