

# FEES TO: TENANTS

NEW ASSURED SHORTHOLD TENANCIES (SIGNED ON OR AFTER 1 JUNE 2019):

## BEFORE YOU MOVE IN

### Holding Deposit (per tenancy): One weeks' rent

This is to reserve a property.

Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a *Right-to-Rent* check, provide materially significant false or misleading information, or fail to sign their *Tenancy Agreement* (and/or *Deed of Guarantee*) within 15 calendar days (or other deadline for *Agreement* as mutually agreed in writing).

### Security Deposit (per tenancy):

This covers damages or defaults on the part of the tenant during the tenancy.

If **Rent under £50,000** per year - **Five weeks' rent**

If **Rent of £50,000 or over** per year - **Six weeks' rent**

## DURING YOUR TENANCY

### Unpaid Rent:

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent.

Please Note: This will not be levied until the rent is more than 14 days in arrears.

## OTHER FEES AND CHARGES

### Lost Key(s) or other Security Device(s):

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

### Variation of Contract (tenants request): £50 (inc. VAT) per agreed variation

To cover the costs associated with taking landlord's instructions and the preparation and execution of new legal documents.

### Change of Sharer (tenants request): £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher

To cover the costs associated with taking landlord's instructions, new tenant referencing, *Right-to-Rent* checks, deposit registration as well as the preparation and execution of new legal documents.

### Early Termination (tenants 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.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

**Independent Redress:** We are a member of The Property Ombudsman - [www.tpos.co.uk](http://www.tpos.co.uk).

**Client Money Protection:** We are a member of ARLA Propertymark – [www.propertymark.co.uk](http://www.propertymark.co.uk).



# FEES TO: TENANTS

TENANCIES SIGNED BEFORE 1 JUNE 2019 (PRE-TENANCY FEE ACT 2019):

## PRELIMINARY MONIES

All offers are subject to contract and the preliminary monies of £500 will be held against our expenses in processing your application.

Please Note: if you withdraw your offer you may lose all or some of the preliminary monies. If your offer is accepted, this amount will be offset against the initial rental payment.

## FIRST PERIOD RENT

Your rental payments are paid in advance throughout the term of your tenancy. Before the commencement of your tenancy you will be required to have made your payment in cleared funds. Typically, rental payments are paid monthly but can also be paid bi-monthly, quarterly, bi-yearly or yearly.

## DILAPIDATIONS DEPOSIT

At the start of your tenancy you are required to provide a deposit against any excess damages and dilapidations that need to be repaired at the end of the tenancy. If your deposit is protected by James Anderson and if the tenancy is an *Assured Shorthold Tenancy*, we will register the deposit with the TDS (*Tenancy Deposit Scheme*). We will provide you with the *Deposit Certificate* and *Prescribed Information* within 30 days of start of tenancy. Some landlords prefer to protect the dilapidations deposit themselves and we will inform you if this is the case. Tenants will be required to pay the equivalent of six weeks' rent in the form of the dilapidations deposit. Where a pet(s) is part of your agreed terms it is normal that the equivalent of a further two weeks' rent will be required, totaling eight weeks' rent.

## BEFORE YOU MOVE IN

### Tenancy Set-up Fee (tenants share): £210 (inc. VAT)

Contract negotiation (amending and agreeing terms) and arranging the *Tenancy Agreement*.

### Reference: £60 (inc. VAT)

Referencing per 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).

### Guarantor: £60 (inc. VAT) per guarantor

Covering credit referencing as above and preparing a *Deed of Guarantee* as part of the *Tenancy Agreement*.

## INVENTORY

This is a detailed list of the contents and condition of the property. An independent inventory company will prepare this document. You will be required to pay for the costs of the check-in inventory at the start of the tenancy and the landlord will be responsible for the costs of the check-out inventory at the end of the tenancy.

	1Bed	2Bed	3Bed	4Bed	5Bed	6Bed	7Bed
Furnished	£126	£144	£180	£216	£252	£288	£324
Unfurnished	£120	£138	£174	£210	£246	£282	£318

All prices include VAT

## DURING YOUR TENANCY

### Renewal (tenants share): £120 (inc. VAT)

Contract negotiation, amending and updating terms and arranging a further *Tenancy Agreement*.

### Early Release:

Subject to the landlord's agreement, should you wish to terminate your tenancy prior to the end of the agreed term (known as a *Surrender*), you will be responsible for the payment of the outstanding commission due from the landlord to James Anderson for the remainder of the tenancy and any other costs which the landlord may incur. These costs may include:

- **Tenancy Set-up Fee** (landlords share): £240 (inc. VAT)
- **Inventory Check-Out:** from £126 (inc. VAT)
- **Tenancy Deposit Protection:** £48 (inc. VAT)

### Tenancy Swap:

Where one or more tenants wish to be released from their contract by finding a replacement tenant or a request for an additional tenant to be added to the tenancy, James Anderson must be contacted immediately. Subject to the landlord's consent and approved references ("reference" fee incur) for the replacement tenant(s), and remaining tenants where necessary, a set-up fee of £300 (inc. VAT) will be payable prior to the new tenant taking occupation and before new tenancy documentation will be produced to cover both the landlord and tenants' administration costs.

## OTHER FEES AND CHARGES

### Late/Unpaid Rent: £18 (inc. VAT)

To cover additional expenses caused by late rental payment. Interest on late payment of rent will also be charged as stated in the *Tenancy Agreement*. The above is not a comprehensive list of applicable charges, which may vary dependent on the terms of your agreed tenancy. You will be responsible for any items such as professional cleaning in order to return the property to the condition as stated in the inventory at the start of the tenancy.

