

## **TENANT FEE INFORMATION**

### **REFERENCE FEE: £120 per person or £180 per couple**

The fee is to obtain required references for applicants. It is not a holding fee and it is non-refundable should the references be returned as unacceptable or if the applicant chooses not to proceed with the rental.

**Please note:** once we are in receipt of completed reference forms and fees, we will cease to market the property. Should the reference company be unable to process your application due to incorrectly completed forms or should they be unable to obtain the required information within four working days, we will resume marketing the property.

### **GUARANTOR REFERENCE FEE: £75 per guarantor**

If applicable, the fee is to obtain required references for guarantors. It is not a holding fee and it is non-refundable should the references be returned as unacceptable.

### **ADMINISTRATION FEE: £270 per tenancy agreement**

The fee covers submitting reference forms, drafting of the tenancy agreement, the inventory, check out procedure at the termination of the lease agreement and submitting the deposit with a government approved deposit protection service. This is to be paid once we are in receipt of satisfactory references and is non-refundable should the applicant withdraw their interest in the property. Should the Landlord elect not to continue with the tenancy, the fee will be refundable.

### **FIRST MONTHS RENT & DILAPIDATIONS DEPOSIT**

This is payable upon signing the tenancy agreement. This payment is to be made in cash, telegraphic transfer or bankers draft. No personal cheques will be accepted for this payment.

### **PET DEPOSIT: usually £200 per pet (this could vary depending on the animal in question)**

If applicable, £200 per pet is payable together with the dilapidations deposit.

### **TENANCY RENEWAL FEE: £84**

This fee is payable upon the renewal of the tenancy agreement. This will be applicable at the end of all fixed term tenancy agreements. This fee is subject to change but notice to this effect will be given in advance.

Please note: If we are not in receipt of cleared funds for any of the above the tenancy will not proceed.