



Guide to charges for Tenants

- All fees are inclusive of VAT.

Tenant Admin Fee: £150 for the first applicant and £100 per any additional applicant

To include administration of application, referencing, preparation of legal documents, accompanied check-in, final property visit, deposit return negotiations & guarantor referencing.

Check out Fee: £78 per property

Change of Tenant Fees: £200 + Standard admin fee
Where one tenant wishes to leave during a fixed term agreement, permission for a tenant change may be granted subject to the landlord's approval. The replacement tenant will pay an admin fee as per above, and the outgoing tenant is liable for the Change of Tenant fee. Further details of this procedure are available on request.

Early Termination Fees: £400 - where all tenants wish to leave during a fixed term agreement, permission for early termination may be granted subject to the landlord's approval and securing new tenants.
The outgoing tenants are liable for the early termination fee. Further details of this procedure are available on request.

Re-Visits £50
Where a property is not in a suitable condition to compile a property visit report or not ready for the check-out appointment, there will be an additional administration fee for a revisit and if the tenant is not able to check-out on the correct date there may be additional rent chargeable and expenses

Lock Out/Lost Keys Fees No Fee Applies - During Office Hours
£50 - Outside of Office Hours
At Cost - Replacement Keys/ replacement of locks / Locksmith Call out

Late Rent Payment Fees As per the tenancy Agreement

