



92 High Street, East Grinstead, West Sussex RH19 3DF

15 New Street, Petworth, West Sussex GU28 0AS

208 High Street, Guildford, Surrey GU1 3JB

www.rhrwclutton.com

TENANT FEES SCHEDULE

New Assured Shorthold Tenancies (ASTs) for all existing ASTs from 1st June 2020

Once a tenancy has been agreed in principle, the prospective tenant is asked to pay the following in addition to the first months rent:

Holding Deposit

Equivalent to 1 week's rent

We will take a Holding Deposit from a tenant to reserve a property whilst reference checks and preparation for a tenancy agreement are undertaken. The Holding Deposit will be credited towards the first month's rent should the letting proceed.

The Holding Deposit will be withheld if any relevant person (including any guarantor(s)) withdraws from the tenancy, fails a Right-to-Rent check, provides materially significant false or misleading information, or fails to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement, as mutually agreed in writing).

Tenancy Deposit

Equivalent to 5 week's rent

The Tenancy Deposit is collected once the reference checks are completed and the prospective tenant has been issued with a Tenancy Agreement for signature. The deposit will be held by RH & RW Clutton in a designated client account and protected with an appropriate deposit protection scheme.

For rents up to £50,000pa, a deposit equivalent to 5 weeks' rent will be required.
For rents of £50,000pa and over, a deposit equivalent to 6 weeks' rent will be required.

We are no longer able to accept higher deposits from tenants who have pets. We would recommend you speak with our offices to establish whether pets are permitted in the property you are interested in and find out if there is an additional cost by way of an additional rent for the keeping of pets.

Late Payment of Rent

Refer to Agent/Landlord

The tenant shall pay to the Landlord interest at the rate of 3% per annum above the Bank of England base rate from time to time on any rent or any other money payable under the Agreement remains unpaid for more than 14 days after the day on which it became payable.

Lost Keys/Security Devices

Refer to Agent/Landlord

A tenant is liable for 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 (During tenancy, at tenant's request)

£50 (incl VAT) per variation

A reasonable request to amend the Tenancy Agreement with the landlord's consent, once it has been signed and is in place. A charge can be made for any amendment that alters the tenant's obligations in the Agreement.

Early Termination Fee (During tenancy, at tenant's request)

Refer to Agent/Landlord

Should the tenant wish to leave their contract early and the landlord is in agreement 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.

Client Money Protection

Client's money is held in a discrete account which is protected under the RICS Client's Money Protection Scheme.

Complaints Procedure & Redress Scheme

We have an RICS compliant complaints scheme and are also a member of the Property Ombudsman Scheme www.tpos.co.uk

RH & RW Clutton March 2021



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TENANT FEES SCHEDULE

Assured Tenancies and Non-Housing Act Tenancies

All new and existing tenancies from 1st June 2020

BEFORE YOU MOVE IN

Referencing & Administration

£200 incl VAT

Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Additional Tenant Referencing Fees, Guarantor Fees & Permitted Occupier Fees £36 (inc. VAT) per person.

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.

Tenancy Deposit

Equivalent to 2 months rent

The Tenancy Deposit is collected once the reference checks are completed and the prospective tenant has been issued with a Tenancy Agreement for signature.

The deposit will be held by RH & RW Clutton in a designated client account protected by the RICS Money Protection Scheme and protected with an appropriate deposit protection scheme.

Inventory & Check-in

Please see schedule

The preparation of a written schedule of condition by a third party inventory clerk with photographs noting the internal decoration and condition of the property, meter readings, listing fixtures and fittings and condition of gardens and outside areas. Prices are a guide only.

	Inventory	Check-in
Up to 2 bedrooms	circa £90 +VAT	circa £65 + VAT
3 - 4 bedrooms	circa £140 + VAT	circa £90 + VAT
5+ bedrooms	from £168 + VAT	from £105 + VAT

There will be additional charges where the property is furnished - please refer to the Agent.

DURING YOUR TENANCY

Renewal Fees (Tenant's share)

£175 +VAT per tenancy

Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

Variation of Contract (During tenancy, at tenant's request)

£100 + VAT per request

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

Change of Sharer Fee (If agreed by the landlord)

£175 + VAT per replacement

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

Early Termination (During a tenancy, at the tenant's request)

Should the tenant wish to leave their contract early and the landlord is in agreement, 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.



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TENANT FEES SCHEDULE (continued)

Assured Tenancies and Non-Housing Act Tenancies

All new and existing tenancies from 1st June 2020

ENDING YOUR TENANCY

Check-out

Attending the property to undertake an updated Schedule of Condition based on the original Inventory to determine final condition required to attend to the deposit.

Up to 2 bedrooms	circa £90 +VAT
3 - 4 bedrooms	circa £140 + VAT
5+ bedrooms	from £168 + VAT

There will be additional charges where the property is furnished - please refer to the Agent.

ADDITIONAL FEES & CHARGES

Lost Keys/Security Devices

Refer to Agent/Landlord

Tenants are liable for 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. There will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

Out of Hours Service

£100 per hour incl VAT + actual costs

Where actions of the tenant results in an agent (or nominated contractor) attending the property, their time to remedy the situation is charged at the prevailing rate.

Rent Arrears / Returned Payments

£15 +VAT per letter, telephone call or email

For requesting payment plus interest at 4% above Natest base rate from Due Date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.

Duplicate Document(s)

£15+VAT per document

To cover the agent's costs associated with providing additional copies of any paperwork (tenancy agreement, Inventory, Schedule of Condition etc.) when requested by a tenant.

Client Money Protection

Client's money is held in a discrete account which is protected under the RICS Client's Money Protection Scheme.
RICS firm number: 001477 Trading Name: RH & RW Clutton Registered Name: RH & RW Clutton Property Limited

Complaints Procedure & Redress Scheme

We have an RICS compliant complaints scheme and are also a member of the Property Ombudsman Scheme www.tpos.co.uk.