



# TENANTS FEES

## BEFORE YOUR TENANCY.

**PRE-TENANCY APPLICATION FEE:** When your offer is accepted you will be asked to pay an application fee of £400 or the administration fee per tenant & guarantor, whichever is the greater (e.g 4 x Tenants + 2 Guarantors = £720.00 incl of VAT). You will receive a receipt for these funds. If there is a surplus of funds, this will be used towards your final balance. (e.g 2 x Tenants = £240 incl of VAT = a balance of £160.00. This will be deducted from your final balance, which equates to one month in advance rent and a month and a half deposit. If any tenant/tenants/guarantor/guarantors withdraw from the tenancy or any party fail their references, you will forfeit any pre-tenancy application/holding deposit fee paid.

### INFORMATION COMPLETED ON YOU RENTAL TENANCY APPLICATION FORM MUST BE ACCURATE

<b>ADMINISTRATION FEE PER TENANT:</b> Processing the application, identity and immigration status check & references	<b>£120.00 incl VAT per tenant</b>
<b>ADMINISTRATION FEE PER GUARANTOR:</b> Reference, identity check & preparing a Deed of Guarantee as part of the Tenancy Agreement.	<b>£120.00 incl VAT per guarantor</b>
<b>TENANTS DEPOSIT PROTECTION REGISTRATION (TDS)</b>	<b>Free of charge</b>

## DURING THE TENANCY.

<b>TENANCY RENEWAL FEES: (Tenants share).</b> Contract renegotiation, amending and updating terms and reissue tenancy agreement(s)	<b>£120.00 incl VAT per agreement</b>
<b>CHANGE OF TENANT:</b> Reference one tenant, identity & immigration check and reference, amend the Tenancy Agreement and re-issue. Fee for each incoming and outgoing tenant.	<b>£120.00 incl VAT per tenant</b>
<b>CALL OUT SERVICES:</b> Where the action of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate.	<b>To a maximum of £200 per hour plus any actual costs incurred.</b>
<b>LATE RENT PAYMENT &amp; SIGNED TENANCY AGREEMENT:</b> Administration charge for late payment of rent (7 days or more). This fee also applies for non-signing of a tenancy agreement by the due date.	<b>£30.00 incl of VAT</b>

## ENDING YOUR TENANCY.

<b>EARLY TERMINATION FEE: (Tenants share, per tenancy)</b> If the landlord agrees the Tenants may break the tenancy early, an administration fee will be charged	<b>£300.00 incl VAT per agreement</b>
<b>CHECK OUT FEE: (Tenants share),</b> Where an inventory has been carried and a check in done, there may be a check out fee incurred. This is on a sliding scale and is dependent on the size of the property and whether furnished or unfurnished. An independent inventory clerk will attend the property to undertake an updated schedule of the condition based on the original inventory.	<b>Typically, between £85.00-£240.00 incl of VAT.</b>
<b>PROFESSIONAL CLEANING COSTS: (Tenants share),</b> Where a property has been professional cleaned at the start of the tenancy, it is the tenant's responsibility to pay for professional cleaning to bring the property back to that same condition as it was at the start of the tenancy. A copy of the invoice will be required. To avoid disparity between each clean and the potential of a dispute it is recommended the cleaning company used by the landlord is used. These fees are on a sliding scale and is dependent on the size of the property and the level of clean originally done. <b>(Carpet cleaning, oven clean etc).</b>	<b>Typically, Between £200 – £420.00 incl of VAT.</b>



PLEASE DO NOT HESITATE TO ASK A MEMBER OF STAFF IF YOU HAVE ANY QUESTIONS  
COLLIERS WOOD: 020 8540 9828 or WIMBLEDON: 020 8540 5544