



Tenants' Administration Costs

Fees & Charges

Tenant Administration Costs

To proceed with an application for a tenancy, the following would be required as appropriate:

- Minimum holding deposit: £200.00 (No VAT)
- Tenant's Administration Fee - Single Occupancy: £140.00 +VAT (£168.00 inc. VAT)
- Tenants' Administration Fee - Multiple/Joint Occupancy: £220.00 +VAT (£264.00 inc. VAT)
- Guarantor Referencing Fee (if required): £50.00 +VAT (£60.00 inc. VAT)

(The above are required in cash)

On receipt of the above, the property will be reserved until the proposed tenancy start date. On signing the tenancy agreement the holding deposit will be credited towards the bond.

Having proceeded in line with the above, should a prospective tenant later decide not to proceed with taking the tenancy, the administration fees, referencing fees and holding deposit will be forfeited.

On receipt of the references, should the landlord decide not to proceed with the letting, the holding deposit will be refunded but the administration fees and referencing fees will not be refunded.

Please note that our Tenants' Administration Fees cover referencing of tenant(s) (but not guarantors) and there are no additional charge for inventories, property inspections, check-in and check-out, guarantor's clauses, pet clauses or end of tenancy reference requests.

Other Charges

- Tenancy Renewal Fee: £50.00 +VAT (£60.00 inc. VAT)
- Dishonoured (Bounced) Cheques: £15.00 +VAT (£18.00 inc. VAT)
- Rent Arrear Reminders: £25.00 +VAT (£30.00 inc. VAT)

(If you require clarification on any of the above, please ask a member of staff)
