



Schedule of Fees from 1st June 2019

- In order to secure a Property we require a **Holding Deposit equivalent to One Weeks rent**. This will be offset against the Security Deposit (equivalent to 5 weeks rent) upon completion. Should you decide not to move for any reason after referencing has started or fail references due to incorrect information provided on the application forms or in person the holding deposit will be used to pay for any costs incurred.
- If the landlord is agreeable to the tenant having a pet at the property there will be an additional rent charged per month. Amount to be agreed in advance of the tenancy and written into the contract accordingly.
- Once satisfactory references have been obtained you will be required to pay a **Security Deposit (of 5 Weeks rent)** plus the first month's rent. This payment must be made in cleared funds i.e. Bank Draft, Building Society Cheque, Cash (if under £1000.00) or by debit card on or before the tenancy start date. You can do a bank transfer but this must be cleared in our bank on the day of completion before we can release keys. Personal cheques will not be accepted as payment.
- Due to compliance with current "money laundering regulations" and "right to rent" checks, we will require **two forms of I.D** prior to a full credit check & referencing being completed.

- **Passport** (and if relevant a valid visa or residence permit) Originals must be seen and verified at the office.
- **Driving licence** and **Birth Certificate** if you do not have a passport (originals must be seen and verified at the office)

PLUS one other from the list below

- **Utility bill or bank statement** (dated within the last 3 months) we cannot accept mobile phone bills as proof of address.
 - **Council tax demand/statement** (dated within the last 3 months)
 - **House or motor insurance certificate**
 - **paper part of current driving licence** (dated within the last 3 months)
4. All tenants must come to the office to sign the tenancy agreement on or before the tenancy start date. If a guarantor is required, the guarantor must also come to the office to sign a legal undertaking before the tenancy agreement is signed.
 5. On or before the day you move in, it is the tenants responsibility to contact all the relevant utilities e.g. B.T., gas & electricity suppliers, water boards and the local Council Tax department to provide relevant readings & to transfer the accounts into your name/s.
 6. If an addendum or change to the contract is required during the tenancy an administration fee of **£50 inclusive** will apply. If you lose your keys, parking permits, alarm/access fobs a charge of **£50 inclusive** will be made for each item needing to be replaced. Late payment of rent will be charged at 4% interest over the current bank base rates.
 7. Early release from the tenancy agreement will incur additional charges which will be detailed and agreed by both parties on your initial enquiry, in the form of a Deed of Surrender, this is subject to the landlords agreement.