



ADMINISTRATION FEE ONCE AN OFFER HAS BEEN AGREED

An administration fee of **£200 + VAT (total £240.00)** for up to two adult tenants. Additional adult tenants will be charged at **£100 + VAT (total £120)** each. Guarantor reference **£100 + VAT (total £120)**.

If an application is declined by our Referencing Company, either with or without a guarantor, the property will be replaced on the market for re-let. **Under these circumstances the administration fees are not refundable.**

HOLDING FEE

Once the referencing has been satisfactorily completed, if there is some delay until commencement of the Tenancy, you may be asked to pay a reservation fee. This will amount to the equivalent of one month's rent to be held by us until the commencement of the Tenancy. This fee is **non-refundable** in the event the applicant/s does/do not proceed with the signed Tenancy Agreement. When the Tenancy proceeds, the reservation fee will be offset against the first month's rental due upon commencement.

INITIAL RENT PAYMENT AND SECURITY DEPOSIT

Please note that the first month's rental and a deposit the equivalent of six weeks rent must be remitted to us by direct bank transfer prior to the commencement of the Tenancy.

Please note that since these monies belong to the client, they must be paid into a designated client account of which you will be informed.

PAYMENT OF ADMINISTRATION AND HOLDING FEES

Please be aware that we can only accept cleared funds either by cash or by prior bank transfer.

TENANCY AGREEMENT

Our standard Assured Shorthold Tenancy Agreements normally run for a fixed period of 12 months. You should seek independent legal advice concerning the contents of the Tenancy Agreement. You are bound legally to all those conditions once the Tenancy Agreement has been signed. Once Tenancy Agreements have been signed by both parties, you will be given the Landlord's signed copy to retain. Should you subsequently require copies of the Agreement, they will be charged at **£25 + VAT** per copy.

RENTAL PAYMENTS

Once the rent is 7 days late, we will send written reminders, for which we will charge **£25 + VAT** per reminder. Any overpayments are subject to a charge of **£25 + VAT** each time we are required to reimburse you, such monies to be deducted from the amount to be reimbursed.

TENANTS LIABILITY

Should you wish to add a permitted occupier to the Tenancy Agreement once the Tenancy has commenced, a fee of **£100 + VAT (total £120)** will apply, to cover the preparation of amended documentation. Should you wish to change a named Tenant after the Tenancy has commenced, a fee of **£200 + VAT (total £240)** will apply, to cover referencing and preparation of amended documentation.