

# FEES TO TENANTS

## BEFORE YOU MOVE IN

<b>Admin Fee</b>	<b>£200 (inc VAT)</b>
<i>Referencing for up to one tenant (identity, immigration, and visa confirmation, financial credit checks, obtaining references from current or previous landlords / employers and any other relevant information to assess affordability) as well as arranging the tenancy and agreement.</i>	
<b>Additional Tenant Fee</b>	<b>£50 (inc VAT) per tenant over 18</b>
<i>Processing the application, associated paperwork and referencing.</i>	
<b>Guarantor Fee</b>	<b>£50 (inc VAT)</b>
<i>Processing the application, preparing the deed of guarantee, referencing and associated paperwork.</i>	
<b>Pet Deposit</b>	<b>Returnable additional Security Deposit of £750 (inc VAT)</b>
<i>Where the landlord allows a pet, this is to cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of your tenancy.</i>	

## DURING YOUR TENANCY

<b>Additional Copy of the Tenancy Agreement</b>	<b>£10 (inc VAT) per copy</b>
<i>You will be provided with one copy of the tenancy agreement when you sign up. If, however, you lose it or require an additional copy, the charge will apply.</i>	
<b>Renewal Fees</b>	<b>£30 (inc VAT)</b>
<i>Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.</i>	
<b>Amendment Fee</b>	<b>£30 (inc VAT)</b>
<i>Contract negotiation, amending terms and updating your tenancy agreement.</i>	
<b>Lock Out / Attendance Fee</b>	<b>£35 (inc VAT)</b>
<i>Where Seths have to attend during office hours to let you into the property as a result of you being locked out or having misplaced your keys</i>	
<b>Key Borrowing Fee</b>	<b>£10 (inc VAT) per key</b>
<i>If you have to borrow the keys, we will require a holding fee for every key which is in the key ring. This will be refunded back to you as long as the keys are returned the same day before the office closes. In the instance that they are not returned, the deposit will be forfeited.</i>	
<b>Call Out Charges</b>	<b>£50 per hour (inc VAT)</b>
<i>Where the actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate plus any additional costs incurred (e.g. parts / replacements). If the agent or contractor are called out and you are not there, you will be liable for a call out charge. The hourly rate will be rounded up to the hour.</i>	
<b>Unpaid Rent / Returned Payments</b>	<b>Interest at 6% above Bank of England Base Rate from due date plus £30 (inc VAT) per letter written</b>

## ENDING YOUR TENANCY

<b>Future Landlord Reference Fee</b>	<b>£30 (inc VAT)</b>
<i>Collating information and preparing or replying to a reference for a future landlord or letting agent.</i>	
<b>Professional Cleaning (if required)</b>	<b>£20 (inc VAT) per hour to be deducted from the security deposit</b>
<i>Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.</i>	