



## **FEES AND CHARGES PAYABLE WHEN YOU RENT A PROPERTY**

All fees and charges are inclusive of VAT where applicable:

### **BEFORE YOU MOVE IN:**

*Holding Deposit* £500.00

A holding deposit is paid to demonstrate your commitment to the offer and the proposed tenancy. £500.00 is payable at the point the offer is accepted and is deducted from the first months rent. The property will be reserved for you from the date of receipt whilst pre tenancy administration is conducted. The deposit monies will be forfeited entirely if you withdraw from the tenancy, change any terms of your offer (as set out on the holding deposit receipt form) in a way that is unacceptable to the Landlord or if you fail referencing because of undisclosed unsatisfactory credit information.

*Setup Fee (Tenant's Share)* £354.00 (for up to two tenants)

Processing the application (identity, immigration and visa confirmation, financial credit checks, obtaining references from employers/landlords and any other relevant information)) as well as contract negotiation (amending and agreeing terms) and preparing the tenancy agreement, associated paperwork and referencing

### **Additional Fees that may be payable by some tenants:**

*Additional Tenant Referencing Fee* £ 60.00 (per tenant)

Processing the application, associate paperwork and referencing

*Guarantor Fee* £ 60.00 per guarantor

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement where a guarantor is required.

*Permitted Occupier Fee* £ 60.00 per permitted occupier

Explaining to any permitted occupier their rights and responsibilities towards the names tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

*Pet Deposit additional security deposit equivalent to 2 weeks rent*

Required where the Landlord agrees to the keeping of a pet 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 the tenancy.

### **AFTER YOU HAVE MOVED IN:**

*Renewal fee (Tenants share)* £60.00

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

*Amendments, Addendums, Disclaimers & special Tenancy conditions* £42.00

This may be applicable if a change to the tenancy is required midterm. This may be due to a change in personal circumstances

*Tenancy changeover fee*

£234.00

If one of the tenants wishes to leave the property you are renting mid tenancy, and replace themselves with a new tenant, then our lettings administrator has to conduct most of the pre tenancy administration again, organising the release and registration of the deposits, issuing new tenancy agreements to all parties

*Referencing the incoming replacement tenant (s)*

£60.00 per person

*Key Replacement fee £27 plus the cost of the keys per replacement*

If andrew scott robertson are required or requested to provide new sets of keys after the tenancy has commenced for additional tenant, additional sets requested, or lost or misplaced keys then this fee will become payable additional to the cost of cutting keys. If keys are lost, the landlord may request that the locks are changed at your cost.

**THIRD PARTY CHARGES These fees are not charged by andrew scott robertson but by independent contractors.**

*Inventory check out from £80.00 to £150.00 per tenancy depending on property size*

You will be liable for a check out fee when the independent inventory clerk carries out their inspection at the end of the tenancy. The checkout report forms an essential part of the procedure in the release of your security deposit.

*Professional cleaning (if required) from £100.00-£500.00 depending on property size*

Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy. The cost will be deducted from the security deposit.

CLIENT MONEY PROTECTED BY RICS



INDEPENDENT REDRESS SYSTEM PROVIDED BY TPO

