

# TENANT FEES



## BEFORE YOU MOVE IN:

### Applicants Referencing

£180.00 inc VAT first applicant / permitted occupier  
£120.00 inc VAT additional applicant or guarantor as required  
£300.00 inc VAT per company

**Includes:** Referencing each person, identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability as well as contract negotiation (amending and agreeing terms) and arranging the Tenancy agreement.

The above fees are NON-REFUNDABLE if you decide to not proceed with the tenancy for any reason, if the references fail for any reason and/or the references are not completed for any reason.

## DURING YOUR TENANCY:

### Initial Tenancy Agreement administration fee

£120 inc VAT

### Renewal Tenancy fee

£72 inc VAT

**Includes:** Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

### Amendment Fee

£180.00 inc VAT 1st applicant to be re-referenced  
£120 inc VAT for additional applicant and / or guarantor and  
£120.00 inc VAT for a new Tenancy Agreement

**Includes:** Tenants being re-referenced if personal circumstances change mid term tenancy / change of tenant and preparation of a new Tenancy Agreement.

### Breach of Tenancy Letters

£30.00 inc VAT

**Includes:** Letters to advise of breach of tenancy.

### Rent payment recalled

£24.00 inc VAT

**Includes:** Letter to advise of issue and request to re-pay.

### Rent arrears

6% is chargeable for total amount of days that rent is late.

## ENDING YOUR TENANCY:

### Check out fee

£85 - £135 inc VAT depending on number of bedrooms and location, this price range is indicative of properties between one and five bedrooms in our office locales.

**Includes:** Attendance to the property with inventory to assess final condition of property, reports sent to both Landlord and Tenant.

### Future Landlord Reference Fee

No charge

**Includes:** To collate and provide reference for future landlord or letting agent.

### Independent redress is provided by TPOs as below:

The Property Ombudsman  
Milford House  
43-55 Milford Street  
Salisbury  
Wiltshire  
Telephone: 01722 333306  
Telephone: 01722 333306  
Website: [www.tpos.co.uk](http://www.tpos.co.uk)

Our client money protection is provided by NFOPP.

All fees are correct at time of publication. The list is not exhaustive and further charges may be applicable subject to circumstance. Please contact Clifton & Co Property Management Department for further information on 01322 628262.