

ROYSTON  
& LUND

# FEES TO: TENANTS

IS AN ARLA LICENSED MEMBER

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CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: ARLA



Scheme ref: C0010061



**BEFORE YOU MOVE IN:** Administration fee (tenant's share) - £275.00 (inc VAT) for a maximum of two adult tenants

Referencing up to two tenants (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 and agreement

**Additional initial Tenant administration Fee** - £60.00 (inc VAT) per tenant

Processing the application, associated paperwork and referencing

**Guarantor Fee** - £60.00 (inc VAT) per guarantor (if required)

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

**Permitted Occupier Fee** - £0.00 (inc VAT) per permitted occupier

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

**Accompanied Check-in Fee** - £0.00 (inc VAT)

Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services

**Pet Deposit returnable additional Security Deposit of an extra** - £100.00

To cover the added risk of property damage. This is protected as part of your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy subject to the condition of the property and you adhere to the clauses within your tenancy

## DURING YOUR TENANCY:

**Amendment Fee** - £120.00 (inc VAT)

Change in sharers, contract negotiation, amending terms and updating your tenancy agreement during your tenancy

**Renewal Fee (tenant's share)** - £0.00 (inc VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

## ENDING YOUR TENANCY:

**Check out Fee (tenant's share)** - £0.00 (inc VAT)

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)

**Future Landlord Reference Fee** - £18.00 (inc VAT) per reference request

Collating information and preparing a reference for a future landlord or letting agent

## OTHER FEES AND CHARGES:

Lost Security Items - £0.00 (inc VAT) plus item cost

Obtaining necessary permissions, sourcing providers and travel costs

Unpaid Rent / Returned Payments Interest at 3% above Bank of England Base Rate from date due

Professional Cleaning (if required) £agreed upon quote provided (in VAT) per hour which will be deducted from the Security Deposit. Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**

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