

BEFORE YOU MOVE IN:

Reservation Fee:

£250.00 including VAT

The reservation fee will reserve a property on the condition completed, satisfactory, application forms are received by Staples & King within seven days of the fee being paid.

We reserve the right to continue advertising a property until application forms are received. However, preference will, of course, be given to the first applicant.

Failure to submit application forms within seven days will result in the reservation fee being lost and the property being actively remarketed.

- For three or more tenants the reservation fee increases by £50 per applicant
- Reference check failure or withdrawal from the tenancy will result in non return of reservation fee
- Reservation fee is deducted if the tenancy proceeds

Reference Fee:

£66.00 including VAT per applicant including Right to Rent check

Guarantor Fee:

£66.00 including VAT per Guarantor including Right to Rent check

- Credit referencing and preparation of Deed of Guarantee as part of the tenancy agreement
- Right to Rent checks must be carried out on all applicants (and guarantors) over the age of 18 who will be living at the property. If a Right to Rent check expires, i.e. due to a delayed move in date, and has to be done again, there will be a charge of £12 incl VAT.

Check-in Fee:

£POA including VAT (dependant on size of property)

- Preparation of inventory and Schedule of Condition of the property and meter readings for utilities and services

Tenancy Agreement Fee:

£96.00 including VAT

Permitted Occupier Fee:

£66.00 including VAT including Right to Rent check

- Explaining to any permitted occupier their rights and responsibilities towards the named tenant and landlord

Deposit:

Six weeks rental

(example based on a rent of £1,000. $£1000 \times 12 = £12,000$, divided by 52 = $£230.77 \times 6 = £1384$)

Pet Deposit:

Returnable Security Deposit of two weeks in addition to above fee

- To cover added risk of property damage, protected with security deposit by Government-authorized scheme and returned at the end of the tenancy subject to the inventory check out/landlord check out. We would also require the property to be professionally fumigated prior to vacation and proof provided by way of a receipt showing Company name and address.

DURING YOUR TENANCY:

Amendment Fee:

£72.00 including VAT

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

Renewal Fee (tenant's share):

£72.00 including VAT

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

ENDING YOUR TENANCY:

Checkout Fee (tenant's share):

£POA including VAT (dependant on size of property)

- Agree your check out date and time with inventory agent/landlord
- Inventory agent/landlord to attend the property to undertake an updated Schedule of Condition based on the original inventory
- Agree repayment of the security deposit (for fully managed properties)
- Return deposit as agreed with landlord and tenant

Repayment of overpaid rental:

£30.00 including VAT (if standing order is not cancelled by tenant)

Failure to amend standing order following rent increase

£12.00 including VAT

Unpaid Rent:

- The landlord reserves the right to charge interest, calculated from day to day, at 3% above the Bank of England base rate on late payments
- The landlord may recover the interest as though it were rent

Professional Cleaning:

£POA including VAT per hour, deductible from the Security Deposit)

- Chargeable only where necessary to return the property to the same condition as at tenancy commencement