

# Tenant fees and charges

Please be advised there are various fees and charges associated with renting a property that you should be aware of when considering making an offer on a property that is available with us. For further information and a copy of our application to rent a property these contact the Jordans lettings team. 01722 441 999

## Mandatory charges associated with setting up your tenancy

(Figures quoted inclusive of VAT)

<b>Applicant reference check on all (applicants over the age of 18 years)</b>	<b>£150.00</b>
<b>Guarantor reference check (where necessary)</b>	<b>£150.00</b>
<b>Company reference check (Companies only)</b>	<b>£360.00</b>

This charge is payable by applicants named on the tenancy and referencing checks will be completed by an independent referencing company. Under UK law we also required to ensure that we confirm the identity of all incoming tenants and that they have a legal right to rent in the UK. We regret that if your references are unsuccessful the above figures are non-refundable.

### Tenancy preparation and administration charge per property **£234.00**

This charge covers the cost of preparing your legally binding tenancy agreement, your property file including key information about your property and is payable per property -not per person. We regret that should you decide not to proceed these fees are non-refundable.

### Right to rent charge **£30.00**

We are required under UK law to check the legal right to rent of any applicant renting it residential property through us. We will instruct a third party referencing company to ensure we are compliant with this regulation.

### Inventory check **£96.00**

An independent inventory clerk will be appointed to prepare a detailed inventory of the property that you are renting from us and this mutually beneficial document is prepared to detail the condition of the property at the commencement of tenancy and is then used at the end of tenancy to compare the property condition, less any fair wear and tear.

### Deposit registration **£42.00**

We are required under UK law to register your deposit with an approved deposit protection scheme and in order for us to complete the online transfers and application forms, a charge is payable to cover the process of this registration.

## Other funds for consideration

### Rent

Your rent is payable on the first of each month in advance and if you are moving into the property during the month, your rent will be pro rata basis would to include this amount followed by the first full months rent. A detailed invoice will be sent to you setting out this position.

### Deposit

Your deposit will equate to **1.5 times** the monthly rental income and this will also be payable in advance. If your rent is £600.00 per calendar month your deposit will be £900.00. Your deposit will be sent to DPS and full details will be available in your move in pack.

## Charges only if you terminate your tenancy early

(Figures quoted inclusive of VAT)

### Tenant finding fee **£714.00**

This charge applies to remarket the property when you are ending your tenancy early at your request, where, the landlord has agreed to release you from the tenancy early and the property is being re let.

### Deed of Surrender **£90.00**

This charge applies to preparation of documentation where, at your request, the landlord has agreed to release you from the tenancy early.

### Change in tenant/ sharer **£295.00**

This charge applies when you wish to replace a named tenant with another tenant partway through your tenancy and your landlord has agreed to this change. It includes preparing all of the documentation relating to the change including an amended tenancy agreement. Payment of this charge does not constitute the granting of a tenancy. Please note that the replacement tenant will be charged separately for referencing in the standard way.

## Charges at the end of tenancy

(Figures quoted inclusive of VAT)

### Check out inspection **£114.00**

This charge applies to inspect the property at the end of your tenancy in order that your deposit can be released to you.

### Organising post tenancy work **£42.00**

This charge will only apply if we are required to organise contractors at the end of your tenancy. For example if the property requires professional cleaning, carpet cleaning or other works that are the tenant's responsibility and have not been completed.

## Potential charges

(Figures quoted inclusive of VAT)

### Late payment fee **£42.00**

This charge is payable on each occasion that an individual rental instalment is overdue by five working days.

### Late payment follow up letters **£21.60**

This charge is payable on each occasion that we are required to write to you regarding non payment of rent.

### Future Landlord Reference **£35.00**

This fee is applicable when you require us to complete a reference check on behalf of a new landlord and is payable in advance.

### Pet Addendum **£144.00**

This fee is applicable when it is agreed by the landlord to allow for a indoor pet to be allowed at the property and covers any potential uplift in costs at the end of the tenancy.

### Emergency Call out **£90.00**

This fee is only payable in the event that the agent is called out to the property at the tenants request for example the loss of keys.

### Deposit Dispute preparation **£95.00**

This fee is applicable when a tenant and landlord require the agents involvement to prepare the file for submission to the deposit protection service (DPS). This will cover the cost of producing documents, although the responsibility for the application and submission will remain with the tenant.

### Missed appointment charge **£36.00**

This charge is only payable in the event that an appointment is made with the tenant for Jordans to visit the property or one of its contractors and the tenant fails to arrive. It reimburses the cost of travelling time and for the reorganisation of the appointment.

## Copy documents

(Figures quoted inclusive of VAT)

### Copy of inventory report including postage **£36.00**

### Copy of inventory report (via email) **£24.00**

### Copy of tenancy agreement including postage **£36.00**

### Copy of tenancy agreement (via email) **£24.00**

This fee is payable when copies of documents are required and covers the administration process and is payable in advance.

