



## HM Lettings Services – Tenant Fees

Our priority is to provide a complete and secure solution for our tenants – we make sure the property we move you into is of a good standard. We guide and instruct our landlords on any changes that might need to take place at the property to make sure the property you move into and live in, is a home that you will love.

Please see below a summary of our fees and charges that will apply before and during your tenancy (all fees shown include VAT at 20%).

<b>Prior to Move In</b>		
Set Up Fee – up to two tenants	£360	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 Tenant Fee – per person	£180	Processing the application, associated paperwork and referencing/
Guarantor Fee – per guarantor	£120	Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement
Permitted Occupier Fee – per permitted occupier	£36	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	£48	Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services
Pet Deposit	<£750	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
<b>During Your Tenancy</b>		
Amendment Fee	£24	Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

Renewal Fee – 6 month contract	£60	Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
Renewal Fee – 12 month contract	£96	Contract negotiation, amending and updating terms and arranging a further tenancy and agreement
Future Landlord Reference Fee	£24	Collating information and preparing a reference for a future landlord or letting agent
<b>Other Fees &amp; Charges</b>		
Lost Security Items	£24 + item cost	Obtaining necessary permissions, sourcing providers and travel costs
Out of Hours Services	£48 + any costs incurred	Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate
Unpaid Rent / Returned Payments	Interest at 8% above Bank of England Base Rate from Due Date	
Professional Cleaning (if required)	£48 per hour	Deducted from 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**

**CONTACT US TODAY ON:**

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