

BEFORE YOU MOVE IN:

Setup Fee: £300 (inc VAT) per property

Processing the application, and associated paperwork as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement. Preparation of the inventory and schedule of condition, taking utility meter readings and informing providers.

Pet Deposit (if pets accepted): Returnable additional Security Deposit of £200

To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorized scheme and may be returned at the end of the tenancy.

Please Note; It is part of our tenancy agreement that you must take out tenant's liability insurance cover (for a minimum of £2,500) for any accidental damage you may cause to the landlord's fixtures and fittings. You will need to provide a copy of your policy to us prior to move in.

BE ADVISED THAT WE WILL NOT ACCEPT AN APPLICATION FOR ANY PROPERTY UNLESS IT HAS BEEN VIEWED DIRECTLY BY THE APPLICANT.

DURING YOUR TENANCY:

Amendment Fee: £60 (inc VAT) per item

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.

Renewal Fee (tenant's share): £60 for 6 months (inc VAT) or £108 for 12 months (inc. VAT) Contract

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

ENDING YOUR TENANCY:

Check out Fee: No charge

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: £12 (inc. VAT)

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

OTHER FEES AND CHARGES:

Lost Security Items: £30 (inc VAT) plus item cost

Obtaining necessary permissions, sourcing providers and travel costs

Out of Hours Services: £30 (inc VAT) (or invoice cost for nominated contractor)

Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate

Unpaid Rent: Interest at 8% above Bank of England Base Rate from date due

Returned Payments: £30 (inc. VAT)

Non-standard rent payment: £6 (inc VAT) per month, for the duration of the arrangement. Rent payment is required to be paid monthly in line with the tenancy rent period and is to be paid by Standing Order (to be arranged by the tenant). Should the tenant need to pay at an alternative frequency (i.e. weekly) then this fee will apply.

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Professional Repairs, Redecorating and/or Cleaning (if required). Cost calculated based on obtaining of quotes from nominated contractors which will be discussed with the tenant at the time. Only charged where professional repairs, redecorating and/or cleaning is necessary to return the property to the same condition as at the start of the tenancy.

NOTE: WE DO NOT ACCEPT CREDIT CARD PAYMENTS AT ANY TIME.

Data Protection

Viewers & Applicants please note:

If you have requested a viewing of a property, we will require certain pieces of personal information from you in order to provide a professional service to you and our client.

We will not share this information with any third party other than our client, without your consent, unless you make an application for tenancy.

If you are applying for a tenancy and must complete the tenancy application. This application requires you to provide personal information which will be provided to UK Tenant Data (our referencing partner) who carry out credit and referencing checks to provide us with a report on your suitability as a tenant.

In completing the application, you agree that the application can be passed to them for this purpose.

We will not share this information with any third party other than our client, without your consent.

More information on how we hold and process your data is available on our website – www.scofieldstone.co.uk/privacy-policy-and-notice

CLIENT MONEY PROTECTION (CMP) PROVIDED BY: **ARLA**

INDEPENDENT REDRESS PROVIDED BY: **TPOS**



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

www.scofieldstone.co.uk