

## Tenants Service guide and fees

*Please note the charges listed below are the maximum fees that will be applied depending on your circumstances and the number of tenants.*

### **Reference Fee (First Person) £360 (£300 + VAT)**

The reference fee includes the cost of referencing – which will cover checking your credit status, previous employer, current or past landlords, and taking into account any other information to help assess the affordability of your tenancy application. This will also cover the cost of us conducting a right to rent check.

### **Reference Fee Additional Person Fee £144 (£120 + VAT)**

This covers the cost of processing the application and associated paperwork for any additional applicants. For each additional applicant there will be a fee.

### **Guarantor fee £144 (£120 + VAT)**

Depending on the outcome from your application from the referencing company, your earnings or overall financial position may require you to provide a Guarantor. This is not uncommon, and means you have someone on your behalf that undergoes credit referencing – to ensure they have sufficient earnings to cover the overall rent commitments in the event that you, as the tenant, are unable to pay your rent. This fee is payable in respect of each Guarantor to cover credit referencing costs and providing a Deed of Guarantee as part of the Tenancy Agreement, which details their obligations as a Guarantor.

### **Permitted Occupier £144 (£120 + VAT)**

This is a person approaching, or over the age of 18 who will not be permanently residing at the rented property. This only applies in very specific situations and then only with the landlords consent. The administration costs include supplying the relevant documentation that explains in more detail what it means to be a permitted occupier and how this fits in with the tenancy of the property.

### **Tenancy Set Up Fee £120 (£100 + VAT)**

The fee includes providing a Tenancy Agreement. The landlord also pays a share to set up the tenancy agreement. The fee also includes for providing all relevant documents on move in (for example deposit information, how to rent booklet etc.)

### **Pet Fee £360 (£300 + VAT)**

This will be paid to the Landlord to cover any flea infestation or damage that may be a result of pets residing at the property. Please note that this is non-refundable.

### **Changes To The Agreement Fee £60 (£50+ VAT)**

May be applicable if a change to the tenancy is required mid-term. This may be due to a change in personal circumstances and / or a request to leave the tenancy early is agreed prior to the end of the tenancy agreement (this is subject to landlord consent).

**Renewal Fee (tenant's share) £150 (£125 + VAT)**

This is the cost of preparing a new Tenancy Agreement and negotiating with your landlord for a further fixed term tenancy. Extending your tenancy, if agreed by your landlord, gives an assurance of staying in the property for a further fixed period, and avoids the uncertainty of a landlord serving notice at any given time. The landlord also pays a share for renewing the tenancy.

**Check In Fee £60 (£50 + VAT)**

Where we are requested to manage the property we will complete an inspection on the first day of the tenancy. At the inspection we will check that all smoke alarms and carbon monoxide detectors are in good working order.

**Check Out Fee (tenant's share) £120 (£100 + VAT)**

Some landlords ask Century Residential to employ external inventory companies to produce an inventory for their property before the let. Where this applies, you will be liable for a check out fee when the inventory company carries out their inspection at the end of the tenancy. If applicable, the check out report forms an important part of how the return of your security deposit is arranged. Please feel free to ask our staff if this would apply to you. The landlord also pays a share of the check out fee.

**Additional Copies Of Documents £48 (£40 + VAT)**

This is chargeable when we are required to supply additional copies of documents that we have previously provided.

**Reference Request £48 (£40 + VAT)**

This is chargeable for when we are required to provide a reference for you.

**Abortive Visit Fee £60 (£50 + VAT)**

This will be charged for every time that you fail to attend a pre-planned appointment.

**Late Rent Fee £36 (£30 + VAT)**

A late rent charge will be applied to your account if your rent is more than 7 days late.

**Saturday Move In £60 (£50+VAT)**

This is chargeable for any move in that will be taking place on a Saturday.