

## TENANT CHARGES

(All charges include VAT at 20% which will change should the VAT rate change)

Listed below is a guide to the standard costs payable when renting a property through The Little Letting Company. Some of these fees may vary depending on the nature of the property, our clients' wishes and the agreed terms of the Tenancy Agreement you sign.

### **SET UP FEE**

A non-returnable fee is charged if you apply to rent a property through The Little Letting Company.

The Set-up fee will cover the cost of referencing up to 2 Tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current and/or previous employers/landlords and any other relevant information to assess affordability), plus contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

Tenant (up to two tenants).....£395.00 incl vat  
Each Guarantor/ Additional Tenant.....£60.00 incl vat

### **Properties will remain on the market until this fee has been paid.**

Approximately 10 days prior to the Tenancy start date, we will need to have received, as cleared funds:

- 1) Security Deposit (held in the Tenancy Deposit Scheme and normally equivalent to 6 weeks rent).  
A larger deposit may be required in certain circumstances e.g. pet deposit.
- 2) First month's rent

### **TENANCY RENEWAL FEE** (payable on renewal of your Tenancy)

Tenancy renewal fee.....£75.00 incl vat  
(Contract negotiation, amending and updating terms and arranging a further tenancy and agreement).

### **CHECK OUT FEE**

In most instances you will be asked to pay for the cost of the check-out against inventory at the end of the tenancy together with a check-out administration fee. The inventory costs given are an approximate cost and may vary depending on the size of the accommodation, level of furnishings and the inventory clerk used.

Check-out administration fee.....£60.00 incl vat  
(Producing documentation/guidelines for preparing for the end of the tenancy, handling the return of the security deposit).

### **Check out against inventory**

(Organising and carrying out the check-out against inventory, taking meter readings for utilities).

Inventory check-out - 1 to 5 bedroom properties.....£120.00-£300.00 incl vat  
6 bedrooms plus (and excessively furnished properties).....Price on application

### **Other costs may be incurred if the property is not left as it was found (less fair wear and tear).**

### **OTHER CHARGES**

Tenancy amendment fee.....£90.00 incl vat  
(Contract negotiation, amending terms and updating the tenancy agreement during the tenancy).

Additional copies of Tenancy Agreements / Inventories etc.....£30.00 incl vat

Early Termination of Tenancy .....£120.00 incl vat

Unpaid /Returned cheque charge.....£30.00 incl vat

Handling fee for arranging cleaning etc. ....12% incl vat of charge

Late rent letters.....£18.00 incl vat per letter

Follow up Right to Rent checks for applicants with limited immigration documents.....£90.00 per applicant

Shopping fee for the replacement of missing or damaged items.....£30.00 incl vat per hour

Rent refunds (due to overpayment of rent).....£15.00 incl vat per refund

Future Landlord Reference Fee.....£30.00 incl vat per reference  
(Collating information and preparing a reference for a future Landlord or Letting agent).

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