SPENCER HARVEY

IS AN ARLA LICENSED MEMBER
WWW.ARLA.CO.UK

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

INDEPENDENT REDRESS PROVIDED BY: **TPOs**

FEES TO: TENANTS

www.spencerharvey.co.uk

BEFORE YOU MOVE IN:

Set up fee (tenant's share)	£200 (inc VAT) for the first tenant

Referencing for one tenant (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employer / landlord 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	£60 (inc VAT) per tenant

Processing the application, associated paperwork and referencing

Guarantor Fee	Free of charge

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Permitted Occupier Fee	£60 (inc VAT) per permitted occupier

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

Check-in / Inventory Fee	Free of charge

Preparing an Inventory and Schedule of Condition of the property

Pet Deposit	Returnable additional Security Deposit of £300 per pet

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

DURING YOUR TENANCY:

Amendment Fee	£120 (inc VAT)

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

Renewal Fee (tenant's share)	£66 (inc VAT)

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

ENDING YOUR TENANCY:

Check out Fee (tenant's share)	Free of 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	£24 (inc VAT) per reference request

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

OTHER FEES AND CHARGES:

Unpaid Rent / Returned Payments	Interest at 8% above Bank of England Base Rate from date due
Rent Arrears Letters	£18 (inc VAT) per letter (up to three per month)

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