

**IS AN ARLA LICENSED MEMBER**  
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CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS  
PROVIDED BY: **TPOs**



**BEFORE YOU MOVE IN:**

Set up fee (tenant's share) £120.00 (inc VAT)  
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 £78.00 (inc VAT) per tenant  
Processing the application, associated paperwork and referencing

Guarantor Fee £78.00 (inc VAT) per guarantor (if required)  
Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Accompanied Check-in Fee (tenants share) – Inventories are undertaken by an Independent Inventory Clerk on the Landlord's behalf. Costs are dependent on such factors on furnishing type and number of rooms etc. Full details will be provided on request.

**DURING YOUR TENANCY:**

Amendment Fee per hour or part hour £60.00 (inc VAT)  
Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

Renewal Fee (tenant's share) £120.00 (inc VAT)  
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Inventory Fee (tenants share) – Inventories are undertaken by an Independent Inventory Clerk on the Landlord's behalf. Costs are dependent on such factors on furnishing type and number of rooms etc. Full details will be provided on request.

Future Landlord Reference Fee £24.00 (inc VAT) per reference request  
Collating information and preparing a reference for a future landlord or letting agent

Unpaid Rent / Returned Payments Interest at 8% above Bank of England Base Rate from date due

Professional Cleaning (if required) Cleaning Fee (Tenants share) which will be deducted from the Security Deposit  
Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.  
Cleaning is undertaken by a third party. Costs are dependent on such factors such as number of rooms etc. Full details will be provided on request.

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



**#LOOKFORTHELOGO**  
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