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



**INDEPENDENT REDRESS
 PROVIDED BY: TPOs**



FEES TO: TENANTS

<http://cheltenham.cjhole.co.uk/>

BEFORE YOU MOVE IN:

Set up fee (tenant share) £300.00 (inc VAT) Private Let
 Set up fee (company share) £480.00 (inc VAT) Company Let
 Referencing one tenant (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 £60.00 (inc VAT) per applicant
 Referencing identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability

Guarantor Fee £60.00 (inc VAT) per guarantor (if required)
 Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Damages Deposit
 5 Weeks Rent

DURING YOUR TENANCY:

Amendment Fee £300.00 (inc VAT)
 Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

Renewal Fee (tenant's share) £60.00 (inc VAT)
 Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

ENDING YOUR TENANCY:
 Cancelled Check-out fee £60.00 (inc VAT)
 To cover the costs of the inventory clerk in attendance.

OTHER FEES AND CHARGES:

Lost Security Items £30.00 (inc VAT) plus item cost
 Obtaining necessary permissions, sourcing providers and travel costs

Out of Hours Services £30.00 per hour (inc VAT) plus any actual costs incurred
 Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate

Unpaid Rent / Returned Payments £60.00 (inc VAT) per instance
 Fee charged for unpaid rent to cover additional administration. To cover our costs and bank charges when a cheque is returned unpaid by your bank.

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



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