

FEES: TO TENANTS



Before you move in:

(All fees listed include VAT)

- **Referencing & administration fee:** £120.00 per person. - Identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability.
- **Tenancy Set up fee:** £60.00 (per tenancy). Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.
- **Guarantor Fee (if Required):** £60.00 per guarantor. Processing the application, associated paperwork, deed of guarantee and referencing.
- **Check Out fee (paid in advance):** Studio flat = £100.00, 1 bed flat = £125.00, 2 bed flat = £150.00, 3 bed flat/house = £180.00, 4 bed flat/house = £210.00. 0 Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services.

ADDITIONAL NON-OPTIONAL FEES AND CHARGES

- **Out of hours services:** £90.00 per hour, 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 prevailing rate £90.00 per hour (inc VAT) plus any actual costs incurred.
- **Unpaid or late rent:** £25.00. An additional charge of £80.00, if unpaid after 30 days.
- **Administration charge:** £30.00. If we are required to write to you in regards to a breach of the tenancy agreement. i.e. late payment of rent. £30.00 (inc VAT).
- **Additional End of Tenancy cleaning:** Only charged where additional professional cleaning is necessary to return the property to the same condition as at the start of the tenancy. £35.00 (inc VAT) per hour which will be deducted from the Security Deposit.

If you have any questions, please don't hesitate to contact a member of staff on 020 8892 5656.

Client Money Protection: This firm is not a member of a client money protection scheme

Redress Scheme: This firm is a member of The Property Ombudsman: www.tpos.co.uk

During your tenancy

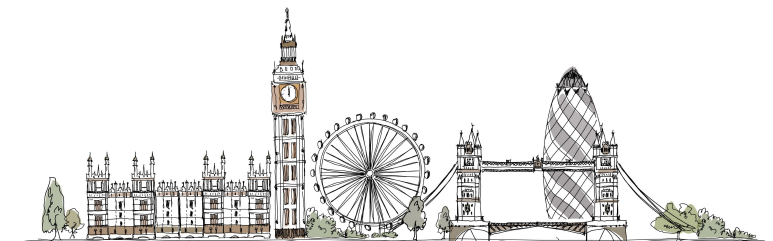
(All fees listed include VAT)

- **Amendment Fee:** £60.00 (per tenancy) Amending terms and updating your tenancy agreement during your tenancy.
- **Renewal Fee:** Contract negotiation, amending and updating terms and arranging a further tenancy and agreement £120.00 (inc VAT)

Ending your tenancy

(All fees listed include VAT)

- **Future Landlord Reference Fee:** £30.00 (inc VAT). Providing a landlord reference to a future landlord, if requested.
- **Professional End of Tenancy Cleaning:** Please ask us to obtain a quote from our recommended cleaners.



Castor Bay Property Ltd 020 8892 5656 | lettings@castorbay.property