

FEES TO: TENANTS

Saffron is a NAEA / Propertymark licenced member no: M0031187 www.propertymark.co.uk

Client Money Protection (CMP) provided by NAEA / Propertymark

Independent Redress provided by: The Property Ombudsman, member no D02623

Pre Tenancy:

Administration and Preparation of Tenancy Fee - £180.00 inc vat per person

Includes:

- obtaining financial and credit checks £15.00 inc vat
- obtaining employer and/or landlord references £15.00 inc vat
- preparation of tenancy documentation, including guarantee agreement where required £150.00 inc vat

• NB If you are a foreign national, a separate charge of £19.20 inc vat per tenant will be levied by our referencing provider for checking your visa status and establishing you are legally entitled to rent a property within the UK under the Right to Rent Act 2014

Administration for Check of Inventory & Schedule of Condition - £90.00 inc vat per tenancy

Includes:

Accompanied check in, issuing of inventory/schedule of condition and dealing with amendments

(no charge to students registered under the University of London Housing Services Guarantee Scheme)

During the Tenancy:

The tenant will be responsible to pay the following administration charges where, as a result of the tenant breaching the terms of the tenancy agreement, we are required to notify the tenant:
Rent

- **Cancelled or reversed standing order - £25.00 inc vat**
- **Paid late, issue of verbal or email notification - £10.00 inc vat**
- **Paid late, issue of formal rent reminder 3 days after rent due date - £15.00 inc vat**
- **Paid late, issue of formal final rent reminder 7 days after rent due date - £25.00 inc vat**

Other breach of tenancy

- **Formal letter issued notifying tenant of breach and requiring remedy - £15.00 inc vat**
- **Statutory Notice or Letter Before Action issued - £50.00 inc vat**

Termination / Surrender of Tenancy (subject to the agreement of the landlord)

• **Surrender Charge - £120.00 inc vat**

Includes provision of surrender agreement for signature, remarketing of property

• **Landlord void letting charges** – calculation based on pro rata fees charged to landlord from the surrender date until the first lawful termination date of tenancy agreement. Notification of the relevant charge which depends on both the date of surrender and fees charged to landlord for a particular tenancy will be made prior to signing of a surrender agreement

Change of Tenant:

• **Administration charge- £180.00 inc vat**

Includes surrender of existing tenancy and grant of new tenancy to include the new tenant

• **(Additional charge) Change of lead tenant- £ 60.00 inc vat**

Includes extra administration to change the standing order and re protection of tenancy deposit

End of Tenancy:

Renewal of Tenancy - £120.00 inc vat

Includes preparation of renewal documentation

Extension of Tenancy - £60.00 inc vat (applicable for entire period of extension) Includes negotiation of hold over terms and the reserving of Statutory Notices.

Check of property on termination - Check Out Report charge levied by inventory company directly and deductible from tenancy deposit. Indicated charge will be notified to the tenant approx 6-4 weeks prior to the end of tenancy in a Check Out Procedure Letter.

Please refer to *Terms and Conditions of Letting: Information for Prospective Tenants* for a full explanation of procedures and costs.