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Client Money Protection
provided by ARLA



Independent Redress provided by
The Property Ombudsman



www.robinsonreade.co.uk

Tenant Fees

Holding Fee	£250.00 (no VAT)
A holding fee is required to secure the property whilst references are being processed. When the tenancy begins this will form part of the tenant's security deposit. However, should the tenancy not go ahead then this will be non-refundable.	
Tenancy Set Up and Check in fee (Tenants share)	£250.00 1st tenant
	£400.00 for a company let
Referencing for the first 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. Preparing an Inventory and Schedule of Condition of the property, accompanying tenants to the property on move in day to review the inventory and to and take meter readings for utilities and services. Company Let: Our Fee as as shown above to reflect non-standard paperwork preparation.	
Additional Tenant Fee	£100.00 per tenant
Processing the application, associated paperwork and referencing	
Guarantor Fee	£100.00 per guarantor
Referencing and preparing a Deed of Guarantee as part of the Tenancy documentation	
Permitted Occupier Fee	£50.00 per 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	
Pet Deposit	Returnable additional Security Deposit of £500 max
To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorized scheme and may be returned at the end of the tenancy	
Amendment Fee	£30.00
Contract negotiation, amending terms and updating your tenancy agreement during your tenancy	
Cash Fee	£18.00
Processing cash transaction including associated bank charges	
Check out Fee (tenant's share)	£60.00
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	£18.00 per reference request
Collating information and preparing a reference for a future landlord or letting agent.	
Lost Security Items	£18.00 plus item cost
Obtaining necessary permissions, sourcing providers and travel costs	
Unpaid Rent	Interest at 3% above Bank of England Base Rate from date due. Plus £18.00 fee per letter sent to the tenant to chase late payment
Out of Hours Services	£42 for 1st hour + £25 per additional 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	
Returned Payments	Any costs or bank charges incurred by the Landlord or the Agent to cover costs where a cheque is dishonoured or any standing order recalled. Proof of the cost will be provided to the Tenant when it has been incurred.
Missed Appointments	Any additional cost incurred by the Landlord, the Agent or the inventory clerk
To cover costs of making and attending a second appointment to check the Inventory and Schedule of Condition if the Tenant or his agent fails to attend a mutually agreed initial appointment. Proof of the cost will be provided to the tenant when incurred.	
Early End of Tenancy	Not more than 72% of one month's rent plus inventory cost at not more than £250.00
To cover re-letting costs or commission incurred by the Landlord if the Tenant vacates the Property early apart from according to a break clause.	
Any costs not paid by any assignee if the Landlord agrees to an assignment which are incurred by the Agent following the early ending of the Tenancy by the Tenant will be deducted from the Deposit.	
All reasonable costs and expenses (proof to be submitted when incurred) awarded by the Court or incurred by the Landlord for the following:	
<ul style="list-style-type: none">• recovering or attempting to recover any Rent or other monies in arrears;• the enforcement of any reasonable obligation of the Tenant under this Agreement;• the service of any Notice relating to any major breach of this Agreement whether or not court proceedings are brought;	

All fees are inclusive of VAT at 20%

If you have any questions please ask a member of our Lettings Team