

**HUBBARD  
TORLOT**

ESTATE AGENTS



# FEESTO: TENANTS

[www.hubbardtorlot.co.uk](http://www.hubbardtorlot.co.uk)

## ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

### BEFORE YOU MOVE IN:

Set up fee (tenants share)

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. £ 150 including VAT for each tenant. A fee of £150 including VAT for the Assured Shorthold Tenancy Agreement.

Processing the application, associated paperwork and referencing £150 including VAT per tenant Guarantor Fee

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement £150 per guarantor (if required) Permitted Occupier Fee

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 £150 including VAT per permitted occupier

Accompanied Check in Fee

Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services £ 90 including VAT

Pet Deposit

To cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be re- turned at the end of the tenancy

Returnable additional Security Deposit of £200

Express move in – within 3 days £100 including VAT. Sunday / Evening Check in £60 including VAT

### DURING YOUR TENANCY:

Amendment Fee

Contract negotiation amending terms and updating your tenancy agreement during your tenancy £300 including VAT per additional applicant.

Renewal Fee (tenants share)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement £150 including VAT.

### ENDING YOUR TENANCY:

Check out Fee (tenants share)

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s) £125 including VAT

Future Landlord Reference Fee

Collating information and preparing a reference for a future landlord or letting agent £24 including VAT per reference request

### OTHER FEES AND CHARGES:

Lost Security Items

Obtaining necessary permissions, sourcing providers and travel costs £60 including VAT

Out of Hours Services

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 £24 per hour including VAT) plus any actual costs incurred

Unpaid Rent / Returned Payments Interest at 8% above Bank of England Base Rate from date due Professional Cleaning (if required)

Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

£36 including VAT per hour which will be deducted from the Security Deposit

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

Redress: This firm is a member of the Property Ombudsman Scheme

Client Money Protection: We advise that we do not hold/or deal with any client funds as we outsource this to ARPM, who manage this on our behalf.

