



## **FEES TO TENANTS**

### **BEFORE YOU MOVE IN**

#### **Admin Fee £150 (inc VAT)**

*Referencing for tenants (identity, immigration, and visa confirmation, financial credit checks, obtaining references from current or previous landlords / employers and any other relevant information to assess affordability) as well as arranging the tenancy agreement.*

#### **Guarantor Fee £30 (inc VAT)**

*Processing the application, preparing the deed of guarantee, referencing and associated paperwork.*

### **DURING YOUR TENANCY**

#### **Additional Copy of the Tenancy Agreement £10 (inc VAT) per copy**

*You will be provided with one copy of the tenancy agreement when you sign up. If, however, you lose it or require an additional copy, the charge will apply.*

#### **Amendment Fee £30 (inc VAT)**

*Contract negotiation, amending terms and updating your tenancy agreement.*

#### **Lock Out / Attendance Fee £35 (inc VAT)**

*Where prsLettings Ltd have to attend to let you into the property as a result of you being locked out or having misplaced your keys.*

#### **Key Borrowing Fee £10 (inc VAT) per key**

*If you have to borrow the keys, we will require a holding fee for every key which is in the key ring. This will be refunded back to you as long as the keys are returned the same day before the office closes. In the instance that they are not returned, the deposit will be forfeited.*

### **Administration work £20 (inc VAT) per item**

*If you ask prsLETTINGS LTD to carry out any administration tasks such as letter writing. 24 hours' notice is required.*

**Unpaid Rent / Returned Payments Interest at 6% above Bank of England Base Rate from due date plus £30 (inc VAT) per letter written.**

### **ENDING YOUR TENANCY**

**Professional Cleaning (if required) £150 (inc VAT) to be deducted from the security deposit**

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

INDEPENDENT REDRESS BY: **PRS** Property Redress Scheme