

Tenant Fees & Charges

| Details | Cost |
|--|---|
| Tenancy arrangement fee | Zero |
| AST Referencing fee | Zero |
| NHA Referencing fee | £250 + Vat £300 inc VAT |
| Guarantor fee | Zero |
| Check out fee | Zero |
| DPS fee | Zero |
| Payments capped at £50 for the variation, assignment or novation of a tenancy | £50 |
| A refundable tenancy deposit of £199 or 5 weeks rent | Tenancy dependant |
| Refundable holding deposit (to reserve a property) capped at no more than 1 week's rent | One weeks rent |
| Default fee for late payment of rent | 3% above bank of England base rate on arrears after 14 days |
| Replacement of a lost key/security device giving access to the housing, where required under a tenancy agreement | Within office hours (9am-5pm Mon-Fri) you will be charged the cost of replacement which is around £25 Outside of office hours between 5:00pm and -10pm £50 (inc VAT) FROM 11PM - 9am £75 (inc VAT) |
| Payments in respect of utilities, communication services, TV licence and Council Tax | Tenancy dependant |

Landlord Fees & Charges



| Additional Services | Excluding VAT | Including VAT |
|---|---------------------------------|---------------------------------|
| Tenant referencing (per tenant) | £25.00 | £30.00 |
| Negotiating addendum to the tenancy | £50.00 | £60.00 |
| Annual statement of income and expenditure | £50.00 | £60.00 |
| Additional property visit, cost per visit | £50.00 | £60.00 |
| Court attendance - per day or part thereof | £200.00 plus travel expenditure | £240.00 plus travel expenditure |
| Fee for transferring payments to a Non-UK bank per transaction | £25.00 | £30.00 |
| Inventory and checkout report | Quotation | Quotation |
| Facilitating the transfer of deposits to you where we have previously been holding and protecting them (cost per deposit) | £25.00 | £30.00 |
| To respond on your behalf to your deposit disputes where we do not provide full management | £50.00 | £60.00 |
| Serving of notices where we do not provide full management | £150.00 | £180.00 |
| Administration costs of withdrawing from management but keeping the tenant (cost per tenant) | £500.00 | £600 |
| Landlords requests more than 3 quotes for any maintenance required (cost per job). | £25.00 | £30.00 |
| Cost to apply for the HMO licence on Landlord's behalf (plus cost of application) | £250.00 | £300.00 |
| Tenancy renewal (Cost included in the full management service) | 150.00 | £180.00 |
| Set up fee | £399.00 | £478.80 |
| Compliance certificates | By quotation | By quotation |
| Enhanced reference | £25 per referee | £30 per referee |

| | Tenant Find Service | Rent Collection Service | Partially Managed | Fully Managed |
|--|---------------------|-------------------------|-------------------|---------------|
| Digital marketing on Stay Clever websites Rightmove, Zoopla and more | ✓ | ✓ | ✓ | ✓ |
| Accompanied viewings with a negotiator | ✓ | ✓ | ✓ | ✓ |
| Pre tenancy checks including Right to Rent checks and referencing | ✓ | ✓ | ✓ | ✓ |
| Key handover on tenancy commencement | ✓ | ✓ | ✓ | ✓ |
| Rent Collection, monthly statements and arrears management | | ✓ | ✓ | ✓ |
| Rent reviews and negotiations | | ✓ | ✓ | ✓ |
| Serving Section 21 notice | | ✓ | ✓ | ✓ |
| Repair support | | | ✓ | ✓ |
| Dedicated property management department | | | ✓ | ✓ |
| Deposit registration | | | ✓ | ✓ |
| Property Inspection & checkout | | | ✓ | ✓ |
| Refurbishment advice and arrangement | | | ✓ | ✓ |
| Deposit negotiation | | | ✓ | ✓ |
| Utility handling and usage monitoring | | | | ✓ |

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|--|----------------|-------------------------|
| Full Management including utilities management | 16% | 19.20% |
| Full Management excluding utilities management | 14% | 16.8% |
| Rent Collection Service | 12% | 14.4% |
| Tenant Find Service | 1 months' rent | 1 months' rent plus VAT |