

# TENANT FEES SCHEDULE

## NON-HOUSING TENANCIES

Permitted Payment	Details	Fee
<b>Tenancy Set Up</b>	Preparation of tenancy agreement and relevant documentation for the tenancy.	<b>£252 inc. VAT</b>
<b>References</b>	Per tenant or guarantor. Cost for taking up references including credit, income and residential checks. Non-refundable on incomplete or unsatisfactory referencing.	<b>£72 inc. VAT</b>
<b>Security Deposit</b>	This covers damages or defaults on the part of the tenant during the tenancy and is held by Ashington Page in the Client Account as stakeholder.	<b>Six weeks rent</b>
<b>Renewals</b>	Per renewal payable prior to executed Memorandum of Agreement.	<b>£180 inc. VAT</b>
<b>Inventory Check Out</b>	The cost is dependent on size and type of property as well as furnishing level. Please ask a member of our team for further information.	<b>Prices vary</b>
<b>Variation of Contract at Tenants Request</b>	Per agreed variation. To cover the costs associated with taking the landlord(s) instructions as well as the preparation and execution of new legal documentation.	<b>£120 inc. VAT</b>
<b>Early Termination at Tenants Request</b>	Should the tenant wish to leave their contract early, they shall be liable to the landlord(s) costs in re-letting the property as well as the rent due under the tenancy agreement until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent on the tenancy.	
<b>Lost Keys or other Security Devices</b>	Tenants are liable for the actual cost of replacing any lost or damaged key(s) or other security device(s). If this results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord or any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 inc. VAT (per hour) for the time taken replacing lost key(s) or other security device(s).	
<b>Unpaid Rent</b>	Interest at 3% above the Bank of England Base Rate from Rent Due Date until cleared funds.	



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