



Tenant Permitted Payments & Default Charges – Non AST's

Before you Move In:

Company Pre Tenancy Administration £250.00 (inc VAT)

Where a company wishes to rent a property we are required to reference the company, verify their income and rental affordability, obtain a company credit check and a previous Landlord reference where applicable. As well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

Pre Tenancy Administration: £250.00 (inc VAT)

Referencing for one 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.

Additional Tenant Pre Tenancy Administration: £250.00 (inc VAT)

Processing the application, associated paperwork and referencing.

Guarantor Administration: (if required): £250.00 (inc VAT)

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement.

During your Tenancy

Amendment to your Tenancy: £200.00 (inc VAT)

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

Renewal of Fixed Term Tenancy (tenant's share): £100.00 (inc VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

Ending your Tenancy

End of Tenancy Checkout report (tenant's share): £100.00 (inc VAT)

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: £36.00 (inc VAT)

Collating information and preparing a reference for a future landlord or letting agent.



OAKFIELD

Other Potential Tenancy and Charges

Lost Security Items: £40.00 (inc VAT) plus item cost

Obtaining necessary permissions, sourcing providers and travel costs.

Out of Hours Services: £80.00 per hour (inc VAT) plus 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 hourly rate.

Unpaid Rent / Returned Payments £30.00 (inc VAT)

Where the Tenant falls in to arrears and action is taken by the agency a charge is added to the account. In the event an overpayment is made and funds need to be returned to the Tenant a deduction is made to cover our time and bank charges. Interest at 8% above Bank of England Base Rate from date due.

Professional Cleaning (if required): £21.00 (inc VAT) per hour - 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.



Client Money Protection is supplied by ARLA.



Independent redress provided by The Property Ombudsman Scheme.