

Fees (including VAT) for Non Housing Act and Company Let tenancies

Fees 'BEFORE' moving in	
Administration Fee*	10 days rent + VAT subject to a minimum £420
Fees 'FOR' moving in	
Additional person after 2 applicants	£72 (per applicant)
Additional fees which may become payable to some applicants ...	
Guarantor Fee	£72 (per applicant)
Amendments & Special Tenancy Conditions	£60
Express Check In Fee (if move in is required less than 5 working days from reservation)	£120
Fees 'AFTER' moving in	
Renewal fee	£120
Change of occupier(s) fee	£216
Amendments & Special Tenancy Conditions	£108
Additional Documentation Fee	£24 (per document)
Additional Key Cutting (Cost of key plus admin fee)	£12
Rent Arrears	£14.40 for the 1st & each subsequent 7 day arrears letter sent plus interest on overdue rent at 5% above the Bank of England base rate plus any associated legal costs
Early Termination Fee	75% of a months rent +VAT plus liability for rent until the day a new tenant commences tenancy plus any fees usually payable by the landlord (at the landlord's discretion)
End of tenancy Check out fee	£120
End of Tenancy reference request	£36

Is the tenancy Administration fee refundable?
Once paid, the property will be reserved in your name for a period of two weeks from the date of receipt. We may show it to other people but no other tenancy applications will be accepted while the property is being held for you.

If you withdraw from the tenancy the reservation monies will be forfeited in full.

If you fail references because of undisclosed adverse credit history, the reservation monies will be forfeited in full

When do I pay the tenancy administration fee?
Once you have decided to apply for a property and the terms of the tenancy have been provisionally agreed with your landlord you will be asked to pay the reservation fee and complete a property reservation form.

What is the tenancy administration fee?
The tenancy set up fee includes the cost of referencing – which will cover checking your credit status, previous employer, current or past landlords, and taking into account any other information to help assess the affordability of your tenancy application. The fee also includes providing a Tenancy Agreement and protecting your security deposit.

Any additional fees that may be applicable to you, for example a guarantor fee, will be collected on the day that you sign your tenancy agreement along with your rental and security deposit payment.

What other fees may be payable before I can move into the property of my choice?

Additional Person
This covers the cost of processing the application and associated paperwork for any additional applicants.

Guarantor's Referencing
Depending on the outcome from your application from the referencing company, your earnings or overall financial position may require you to provide a Guarantor. This is not uncommon, and means you have someone on your behalf that undergoes credit referencing – to ensure they have

sufficient earnings to cover the overall rent commitments in the event that you, as the tenant, are unable to pay your rent. This fee is payable in respect of each Guarantor to cover credit referencing costs and providing a Deed of Guarantee as part of the Tenancy Agreement, which details their obligations as a Guarantor.

Amendments & Special Tenancy Conditions
If you needed a guarantor or the landlord agrees that you can keep pets at the property for example, the standard tenancy agreement will need special conditions and amendments made for which this fee will be charged. This fee will also be charged if you wish to change the agreed terms of the tenancy as the paperwork will need to be changed and produced again.

Express Check In Fee
This fee applies if you request a move-in less than 7 days after reservation as it will become a priority above other applications going through which will be delayed.

During and after the tenancy, we offer additional services where fees may apply:

Renewal fee
This is the cost of preparing a new Tenancy Agreement and negotiating with your landlord for a further fixed term tenancy. Extending your tenancy, if agreed by your landlord, gives an assurance of staying in the property for a further fixed period, and avoids the uncertainty of a landlord serving notice at any given time.

Amendments & Special Tenancy Conditions
This may be applicable if a change to the tenancy is required mid term. This may be due to a change in personal circumstances and / or a request to leave the tenancy early is agreed prior to the end of the tenancy agreement (this is subject to Landlord consent).

Additional Paperwork Fee
You will be emailed or posted all documents and statements relating to your tenancy 'free of charge' however if you require additional copies to be printed each one will be subject to this fee.

Rent Arrears
The Landlord reserves the right to charge interest on any amounts of rent due and in arrears calculated on a day to day basis from the date that the same shall become due until payment in full is made and recover the interest as though it were rent.

Should rent not be received on the due date, an Administration Charge will be due for the first letter sent confirming non-receipt and for every subsequent 7 day period that rent remains unpaid. All legal costs will be charged to the Tenant.

Early Termination of Tenancy
If the tenant requests an early termination of the contract and the landlord agrees for the property to be remarketed in order to find suitable replacement tenants then the tenant agrees to pay an early termination fee to cover remarketing costs which is to be paid prior to the commencement of remarketing. In addition the tenant may be requested to pay the landlords administration fee at the discretion of the landlord and will also remain liable for the property and the rent until the commencement of the new contract with the replacement tenant.

Check out fee
Intercounty produces an inventory for the property before it is let. You will be liable for a check out fee when the inventory clerk carries out their inspection at the end of the tenancy. The check out report forms an important part in how the return of your security deposit is arranged.

End of Tenancy reference request
If you wish to leave the property you are renting and apply through a different agent they will want us to provide you with a written reference on how the tenancy was conducted. This fee is to produce and send this.

*Administration Fees may vary based on geographical location but will not exceed the stated fee - please ask the relevant branch or franchise for further details..