

Tenant Schedule of Charges

We believe in being completely upfront regarding our fees – so you can manage the cost effectively and don't have to worry about any hidden charges along the way.

BEFORE YOU MOVE IN:

Tenancy set up fee £300 (inc VAT)

Your contribution towards the preparation of the tenancy agreement and all the related documentation; access to a document portal; use of our online maintenance portal; provision of a dedicated tenancy progressor who will organise everything to enable you to move-in without any issues arising and it also includes us carrying out the check-out visit and end of tenancy formalities.

Application fee £120 (inc VAT) per applicant

per individual applicant. This is payable when reserving a property and covers the referencing costs.

Guarantor fee £90 (inc VAT) per guarantor (if required)

To cover referencing.

Permitted occupier fee £120 (inc VAT) per permitted occupier

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

Pet deposit - returnable additional security deposit the equivalent of half a months rent

To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy

Company let fee £500 (inc VAT)

Your contribution towards the preparation of the tenancy agreement and all the related documentation; access to a document portal; use of our online maintenance portal; provision of a dedicated tenancy progressor who will organise everything to enable you to move-in without any issues arising and it also includes us carrying out the check-out visit and end of tenancy formalities. Also covers company credit check and company search.

Special Clauses £30 (inc VAT) per clause

Payable when it is necessary to add special clauses to the Tenancy Agreement ie. pets clause, guarantor clauses etc.

DURING YOUR TENANCY:

Deed of variation fee £150 (inc VAT)

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

Renewal fee (tenant's share) £90 (inc VAT)

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

Deed of surrender £500 (inc VAT)

This is payable if you wish to end the tenancy before the end of the fixed term.

Data protection access fee £10 (inc VAT)

To access any data held under the Data Protection Act.

Change of occupancy £300 (inc VAT)

To include all administration and documentation involved with a change of tenant (please note an application fee is payable in addition to this for all new tenants to the agreement).

Chasing unpaid rent £30 (inc VAT) per communication

If we are required to chase for rent arrears the above fee is payable per communication. Please note interest is also payable on the unpaid amount of 4% above NatWest base rate.

Appointment cancellation fee £40 (inc VAT) per appointment

To cover the costs of cancellation/rearrangement of appointments with staff members.

Professional appointment cancellation fee £50 (inc VAT)

To cover the costs of cancellation/rearrangement of appointments with out sourced professionals.

Property manager waiting charge £72 (inc VAT) per hour

This is payable if appointments have been made with your property manager but you are late/do not attend this appointment

ENDING YOUR TENANCY:

Future landlord reference fee £36 (inc VAT) per reference request

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

OTHER FEES AND CHARGES:

Non cancellation of standing order fee £20 (inc VAT)

To cover the cost of having to return rent.

File retrieval fee £30 (inc VAT) per file

To cover the cost of retrieving files from storage

Disposal of items from £60 (inc VAT)

To cover the costs of disposing any items left in the property and the end of your tenancy.

Arranging professional cleaning (if required) 24% of cleaner's fee (in VAT) per hour

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

Please note this is in addition to the cost of the cleaning which is dependant on property size/condition and prices can be given on application.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF

Alexander & Co are licenced members of Associate of Residential Letting Agents (ARLA)

Client Money Protection is provided by Royal Institute for Chartered Surveyors (RICS)