



### Fees applicable to Student tenancies

PLEASE NOTE THAT SHOULD YOUR REFERENCE APPLICATIONS BE UNSUCCESSFUL OR YOU WITHDRAW FROM THE APPLICATION THEN THE TENANT FEE/S, DEPOSIT PLACED DOWN AND/OR RENT PAID IS NON-REFUNDABLE.

At any time you are interested in a property, just ask the branch staff about any fees which may be payable. Below is a list of our current fee scales.

#### TENANT FEES

Tenancy set up and referencing fee: £ 150.00 per tenant

Additional fees which may be applicable:

Guarantor: £ 50.00 Permitted occupier: £ 100.00

Amendment fee: £ 150.00 Extension fee: £ 50.00

Check out fee: £ 120.00

Missed Check-in or Check-out fee: £ 50.00

Rent Arrears First Letter: £ 25.00

Rent Arrears Second Letter: £ 25.00

Letter before Action: £ 30.00

Duplicate Copy of Documents £ 30.00

Landlord or Mortgage Reference:£ 30.00

Refund of Overpayment: £12.00

Receiving Rent not by Standing Order: £ 12.00

Change of Move in Date: £ 25.00

Call out charge (office hours): £ 25.00

Call out charge (out of office hours/weekends): £ 40.00

Call out charge (Bank holiday): £ 75.00

#### What is the tenancy set up 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 access the affordability of your tenancy application. The fee also includes providing a Tenancy Agreement and protecting your security deposit with The Deposit Protection Service. The Tenancy set up fee is not refundable should you withdraw from this agreement or not qualified as a result of the reference checks. Your tenancy application subject to references and credit checks results being satisfactory.

#### When do I pay the tenancy set up fee?

After a viewing and when you have decided to apply for the property. You will then be asked for your tenancy set up payment and any additional fees that may be applicable to you, for example a guarantor fee. When you sign your tenancy agreement you will need to pay your rental and your security deposit.

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



### Guarantor

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 Student Accommodation Gillingham 85 Baden Road, Gillingham, ME7 1QZ 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. This fee is not refundable should you withdraw from this agreement or not qualified as a result of the reference checks. Your tenancy application subject to references and credit checks results being satisfactory.

### Permitted Occupier

This is a person approaching, or over the age of, 18 who will not be permanently residing at the rented property. This only applies in very specific situations and then only with the landlords consent. The administration costs include supplying the relevant documentation that explains in more detail what it means to be a permitted occupier and how this fits in with the tenancy of the property. This fee is not refundable should you withdraw from this agreement or not qualified as a result of the reference checks. Your tenancy application subject to references and credit checks results being satisfactory.

### Amendment fee

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).

### Extension 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.

### Check out fee / check in fee

An Inventory clerk will produce an inventory for the property before the let for which the Landlord will be charged. You will be liable for a check out fee when the inventory clerk carries out their inspection at the end of the tenancy. These reports form an important part of how the return of your security deposit is arranged. Please note that a higher deposit will be required where it is agreed that pets can be included in the tenancy. (This includes retaining £100 for a 3 month period after the tenancy has ended to safeguard against any infestation.) The inclusion of any pets is subject to the landlord's consent.

### Call out charge

Should any tenant require a member of staff to attend a property outside of a scheduled meeting then the tenant acknowledges there is a fee associated. This fee will vary depending on time of day.