

FEES TO TENANTS

BEFORE YOU MOVE IN

Set-Up / Referencing Fee:	This fee includes identity, immigration and Visa confirmation, financial credit checks, employer references, landlord references, electoral role, contract negotiation, drawing up the Tenancy Agreement and all other related move-in paperwork. First tenant: £240.00 inc VAT Additional tenants: £120.00 inc VAT per tenant
Guarantor Fee:	If required, this fee covers credit referencing and financial checks, and preparation of a Deed of Guarantee as part of the Tenancy Agreement. £120 inc VAT
Permitted Occupier Fee:	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. £60.00 inc VAT
Pet Deposit:	A returnable additional security deposit to cover the added risk of property damage. This will be protected with your security deposit in a Government-authorized scheme and may be returned at the end of the tenancy. £250 inc VAT

DURING YOUR TENANCY

Renewal Fee (tenant share):	Contract negotiation, amending terms and updating your Tenancy Agreement during your tenancy. £60 inc VAT
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Sparks Ellison Ltd are members of NFOPP PropertyMark Client Money Protection Scheme

ENDING YOUR TENANCY

Check Out Fee:	Instructing a professional inventory clerk to attend the property to undertake an updated Schedule of Condition based on the original inventory and negotiating repayment of the security deposit
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Rental Value of Unfurnished Property	Check Out Compilation
£600 pcm to £799 pcm	£108 (inc VAT)
£800 pcm to £999 pcm	£120 (inc VAT)
£1000 pcm to £1299 pcm	£168 (inc VAT)
£1300 pcm to £1999 pcm	£240 (inc VAT)
£2000 pcm to £3000 pcm	£330 (inc VAT)

Rental Value of Furnished Property	Check Out Compilation
£600 pcm to £799 pcm	£138 (inc VAT)
£800 pcm to £999 pcm	£162 (inc VAT)
£1000 pcm to £1299 pcm	£210 (inc VAT)
£1300 pcm to £1999 pcm	£300 (inc VAT)
£2000 pcm to £3000 pcm	£414 (inc VAT)

Third Party or Future Landlord Ref Fee:	Collating information and preparing a reference for a future landlord, letting agency or third party. £30.00 inc VAT
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OTHER FEES AND CHARGES

Lost Security Items:	Obtaining necessary access and permissions, sourcing replacement providers and travel costs. £30 inc VAT + item cost
Out of Hours Service:	Where actions of the tenant results in the agent (or nominated contractor) attending the property. £50 per hour inc VAT + any actual costs incurred
Unpaid Rent / Returned Payments:	£30 inc VAT per returned transaction
Professional Cleaning:	Only charged where professional cleaning is necessary at the end of the tenancy to return the property to the same condition as at the start of the tenancy. £30 per hour inc VAT which will be deducted from the security deposit
Rent Arrears Letters:	£12 inc VAT for each letter sent
Additional copy of AST:	£12 inc VAT for each additional hard copy sent