



Schedule of Tenants' Fees

FOR ASSURED SHORTHOLD TENANCY (AST) OR LICENCE TO OCCUPY

Holding Deposit (deductions apply if application is withdrawn or detrimental info withheld)	1 Week's Rent
Weekend or Out of Office Hours Appointment to Sign Tenancy Agreement	£72.00
Cash Payments Handling Charge	2.5%
Cheque Payments Handling Charge (each)	£5.00
Provide Reference (at Tenants Request)	£60.00
Amend or Early Termination of Tenancy (varies according to circumstances)	Tenant Pays Landlord's Costs

FOR COMPANY LET OR NON-AST

Application Fee: 1st Tenant	£250.00
Application Fee: Further Tenants (each)	£175.00
Application Fee: Guarantor	£175.00
Application Fee: Company Let	£400.00
Holding Deposit (deductions apply if application is withdrawn or detrimental info withheld)	1 Month's Rent
Agreement Fee	£210.00
Amend Tenancy Documentation	£90.00
Weekend or Out of Office Hours Appointment to Sign Tenancy Agreement	£72.00
Tenancy Renewal: Further Fixed Term	£90.00
Tenancy Continuation: Periodic Tenancy	No Charge
Rent Overdue or Other Breach of Tenancy (per letter)	£36.00
Cheque/Standing Order etc Returned Unpaid	£36.00
Service of Notice — Breach of Tenancy	£150.00
Attend Property to Assist Locked-Out Tenant	£60.00
Provision of Landlord's Reference (per individual)	£60.00
Obtain Quotation to Value Dilapidations (per quote)	£25.00
Check-Out Fee	£90.00
Refund Rent Overpayment	£12.00