

# TENANTS FEES AND CHARGES

## Part 1 - New Lettings

**New Letting – The fees identified on page 1 indicate the fees that will be applied should you rent a property through Chaney's – prices inc vat**

Description	Fee	
<b>Set up charge</b> for a Single Tenant only - to cover costs associated with negotiating the lettings contract, processing the referencing applications, Right to Rent checks, preparing and completing the formal Tenancy Agreement	£300	
<b>Set up charge</b> for Two Tenants - to cover costs associated with negotiating the lettings contract, processing the referencing applications, Right to Rent checks, preparing and completing the formal Tenancy Agreement	£399	
<b>Additional referencing</b> application charges (e.g. additional Tenants of a Guarantor) – to undertake the referencing and set up including credit check and referencing; if required	£60 per Person	
<b>Check Out Report Fee</b> – The ingoing Tenant pays the Check Out fee (The Landlord pays for the Check Out Report). This is a report undertaken by an independent inventory clerk that records the condition of the property on the date you move in (Check In Report), and then compares it to the date you move out (Check Out Report). The prices given here are for indicative purposes only as charges can vary depending on the size of property, if it is unfurnished/furnished – please contact Chaney's for further specific information. <b>The will not be charged until the end of your tenancy, when you move out of the property.</b> NB – The Independent Inventory Clerk is likely to charge a cancellation fee should you cancel within 24 hours of the planned Check Out date. You will be required to pay this cancellation fee. Further details available on application	Beds	£
	Studio/1 bed	£80
	2 -	£90
	3 -	£115
	4 -	£130
	5 -	£165

Further details to new tenancy check in procedures...

### **Holding Deposit**

If you are interested in renting one of our properties then a Holding Deposit is required as an initial payment BEFORE references are undertaken. This is calculated as the total Tenant **Set up Charge** plus **Additional Referencing Charges** required for your move in. Please note this is non-refundable if any referencing is unsuccessful, or any tenant chooses not to proceed. Further details will be provided when you receive our Pre-Tenancy Application Form. Once this Application Form is filled out and the Reservation Charge received, we will commence referencing.

### **48 Hours before you move in**

Upon successful completion of the referencing you will be required to settle the remaining balance of the rest of the first months rent and the Deposit – at least 48 hours before you move in. This must be cleared

funds. A deposit is typically equivalent to one 1.5 months' rent. A large deposit maybe required in certain circumstances (such as if pets will be living at the property).

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### Part 2 – Tenant Charges while in Occupation

This is a list of charges Chaney's will apply should any of the following instances occur while you occupy a property that we manage on behalf of a landlord. Please pay attention to these potential charges and remember them throughout of your tenancy.

NB - All Chaney's charges identified below include VAT. Third party charges may be subject to VAT payment...

<b>Rent Arrears Administration Charge</b> If you fail to pay your rent on time or fall into arrears with your rent payments, you will be charged each time that we need to chase you.	£15.00 each day we action any chasing correspondence
<b>Mid-Term Inspection Cancellations</b> Charge will be applied if we turn up to carry out a mid-term inspection, but cannot gain access due to the fault of the tenant. We will provide at least 24 hours' notice before each inspection	£50.00
<b>Contractors Call Out/Appointment Cancellation</b> A charge will be applied if a contractor has arranged an appointment with you (or via us), but they cannot gain access due to the fault of the tenant.	£50.00
<b>Returned Cheques</b> If you submit a cheque for payment to us that is returned by the back (e.g the cheque 'bounces')	£15.00
<b>Misuse of Property</b> If maintenance has to be carried out due to the misuse or neglect by the tenant, or there is misuse of the emergency call out service.	£30.00 PLUS 10% fee of the maintenance charge
<b>Locked Out of Property – Part 1</b> If we attend site to let you back in should you lock yourself out <u>within</u> Chaney's office hours	£30.00
<b>Locked Out of Property – Part 2</b> IF we attend site to let you back should you lock yourself out <u>outside</u> Chaney's office hours	£75.00
<b>Lost Keys</b> If you lose the keys then the locks will need to be replaced. The charge is payable, plus you will be charged for the fitting and materials of the new locks and keys.	£50.00 PLUS cost of new lock
<b>End of Tenancy Viewings</b> Charge to be applied if we arrange to undertake a viewing and cannot gain access due to the fault of the existing tenant	£30.00
<b>Removal/Disposal of tenant's personal belongings after a tenancy has ended</b> Cost may vary depending upon the size and number of items remaining.	Minimum £120.00
<b>Post Tenancy Reference Charge</b> Any additional referencing required after the Tenancy starts	£35.00
<b>Charge for refund of rent on non-cancellation of standing order after end of tenancy</b>	£20.00
<b>Change of Sharer</b> If one Tenant sharer wishes to leave while they have found an alternative sharer to take their place, a single Change of Sharer fee will be applied.	£150.00



#### Client Money Protection

Chaney's regulated by Royal Institution of Chartered Surveyors (RICS)

Firms regulated by RICS hold your money in a designated client account and accounts are subject to independent inspection. RICS use a Client Money Protection Scheme, meaning your money held by Chaney's will be protected by RICS. For further information please visit:

<http://www.rics.org/RICSClientMoneyProtectionScheme.pdf>