

Breakdown of Chaney's Lettings Fees for Tenants

The following fees will apply if you rent a property through Chaney's Chartered Surveyors. Please read in full, including page 2, which identifies the steps undertaken to initiate a new Tenancy.

Before the Tenancy:

Should you express interest in a property we are marketing and wish to proceed, we will initially seek an upfront application deposit of **£250**. This will be deducted from the final deposit sum required at the start of the tenancy. **Please note** that if you withdraw from the tenancy application stages, or if the references fail then the **application deposit will not be refunded**.

It is important that you let us know of any adverse credit history or CCJ's before the referencing is undertaken. Failure to do so will risk losing your application deposit.

New Tenancy Fees:

For preparing the new Tenancy Agreement, obtaining references for 1 applicant and finalising all associated administration: **£360.00** per property.

There will be an extra charge to reference additional applicants and/or guarantors: **£24.00** per person

We do not charge an additional cost for the Inventory and/or check in procedure at commencement of the Tenancy.

Fees which may apply during or at the end of the Tenancy:

Amendments / Addendums to the tenancy agreement: **£36.00**

Early Termination Fee: **£360.00**, subject to the Landlord's approval to an early surrender of the Tenancy.

Tenancy Renewal Fee: **£120.00**

Periodic Admin Fee: **£60.00**

Check Out Fees: A fee will be charged, but these are variable depending on the size of the property and whether it is furnished or unfurnished. The Check Out is also undertaken by an independent Inventory Specialist and we charge at their set prices. Please contact a member of staff for further information and we will provide clarification as to the fee based on the specific property that you are interested in (0118 972 2333).

Any outstanding fees at the end of the tenancy will be deducted from the deposit.

All fees above are inclusive of VAT

The Rental Stages

1. Choose a property and agree the main rent and lease terms with the landlord.
2. Referencing will then need to be undertaken. We will request information for the following referees:
 - i. Employer contact details
 - ii. Current/previous landlord contact details
 - iii. A personal referee may be required in some circumstances
3. A credit check will also be carried out. To undertake this, we will also ask:
 - i. To see your Passport
 - ii. Previous 3 months bank statements for each applicant
4. A Guarantor maybe required in certain circumstances. They too will need to supply the information requested in points 2 and 3. above.
5. On satisfactory completion of all references, we will clarify what monies you will be required to pay prior to commencement of the Tenancy. This will be the first month's rent, remainder of the deposit (less the application deposit highlight above) and the fees highlighted within the 'New Tenancy Fees' above.

The deposit will be the equivalent of 1.5 months rent, held by Greatwood Property Management T/A Chaneys Chartered Surveyors and protected by the Tenancy Deposit Scheme

Cleared funds will be required before you can move in.

6. Thereafter, we will invite you to come into the office, before the proposed start date of the Tenancy, and sign the relevant Tenancy paper work.
7. Once the above points are complete, you can then arrange for you to move in. On the day you move in an independent inventory clerk will go through the inventory and schedule of condition of the property, agree meter readings, check the smoke detectors are working and release keys to you.

At the End of the Tenancy

At the end of your tenancy an appointment will be made on the last day of your Tenancy for the inventory clerk to carry out an inventory 'check out', agree meter readings and collect all keys to the property. You must, therefore, be ready to vacate the property. As highlighted above, the fee for the check out is paid for by the Tenant. This cost will be confirmed to you before the commencement of the tenancy. In certain circumstances this charge may be subject to inflation should the tenancy be for a long period.

As long as the property is left in good order, wear and tear accepted, we will arrange for the refund of your deposit as soon as possible.

Regulated by Royal Institution of Chartered Surveyors (RICS – www.rics.org).

Please do not hesitate to contact us if you have any questions on the above