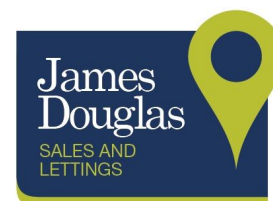


# TENANT FEES SCHEDULE



[www.james-douglas.co.uk](http://www.james-douglas.co.uk)

## EXISTING ASSURED SHORTHOLD TENANCIES (ASTS) AND ALL ASSURED TENANCIES

### BEFORE YOU MOVE IN

Set-up Fees: £295.00 (inc. VAT) per tenancy.  
Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

Pet Deposit: Additional Security Deposit of 2 weeks' rent To cover the added risk of property damage. This will be protected with your security deposit in government- authorised scheme and may be returned at the end of the tenancy.

### DURING YOUR TENANCY

Renewal Fees (Tenant's Share): £60.00 (inc. VAT) per tenancy  
Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.

### MAINTENANCE CHARGES

1. Leaving a flat in an untidy/damaged fashion one month prior to departure and therefore making the dwelling difficult to let. Calculated on a daily basis until property is let to maximum of 1 month
2. Stained mattress, therefore requiring replacement.  
Replacement cost ~ £200
3. Damage by tenant or those associated with the tenant requiring repair £25.00 per hour plus materials
4. Lost keys upon moving out, therefore requiring replacement of locks £25 per hour plus materials (locks and keys)
5. Change of bulb £25 callout + £2.50 per bulb (can be more for specialist bulbs)

### OTHER FEES AND CHARGES

1. Letters issued in conjunction with unpaid rent (per letter) £25.00
2. Service of a Section 8 notice £50.00
3. Visit due to unpaid rent £20.00
4. Letter written for unpaid rent or other tenancy related problem £20.00
5. Callout due to lost key (see also point 4 below) £40.00 + mileage
6. Call out to let someone into property during working hours, £25 + mileage  
outside working hours £50 + mileage
7. Re-let the property during the fixed tenancy Landlord Fee (50% of 1 mths rent or £300)  
You must continue paying rent until new tenant is found (nb The fee is due when signing the replacement tenant agreement.)
8. Non-release of deposit requiring the agent or landlord to use single claims process £100
9. Unnecessary use of the emergency line £25  
Please note that any late / non payments of invoices under our terms and conditions will result in the matter being passed out of hand to our Debt Recovery Team at Final Demand Ltd and you will be liable for their additional costs and interest incurred.

### SERVICE CHARGES

1. Unclean flat (per hour cleaning cost) £20.00
2. Unclean oven £80.00

Please ask a member of staff if you have any questions about our fees.

### CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

**propertymark**

### INDEPENDENT REDRESS:

[www.tpos.co.uk](http://www.tpos.co.uk)

