

# FEES TO: TENANT

WWW.scriven.co.uk

## BEFORE YOU MOVE IN:

Set up fee (tenant's share) £135.00 (inc VAT)  
Referencing first tenant (identity, immigration and visa confirmation, 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 tenancy and agreement

Additional Tenant Fee £100.00 (inc VAT) per tenant  
Processing the application, associated paperwork and referencing

Guarantor Fee £100.00 (inc VAT) per guarantor (if required)  
Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Tenancy Deposit Equivalent to 6 weeks rent.  
Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Tenancy Deposit where pets are kept at properties Equivalent to 8 weeks rent.  
To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy

Check-in & Check-out (Inventory and schedules) NO CHARGE  
Preparing an Inventory and Schedule of Condition of the property and taking meter readings for utilities and services

## DURING YOUR TENANCY:

Amendment Fee £96.00 (inc VAT)  
Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

Renewal Fee (tenant's share) £96.00 (inc VAT)  
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

Replacement tenancy agreement £120.00 (inc VAT)

## ENDING YOUR TENANCY:

Check-out Fee NO CHARGE  
Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)

Returning items of furniture/furnishings to their location as indicated on inventory £30.00 (inc VAT)

Future Landlord Reference Fee £25.00 (inc VAT) per reference request  
Collating information and preparing a reference for a future landlord or letting agent

## OTHER FEES AND CHARGES:

Failure to cancel standing order after final rental payment has been made resulting in a cheque being prepared (and sent to you) in respect of the over-payment. £18.00 (inc VAT)

Providing access for a tenant to return to the property after the tenancy has ended in order to collect post £18.00 (inc VAT)

Out of Hours Services £120.00 per hour (inc VAT) plus any actual costs incurred  
Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate

Unpaid Rent / Returned Payments £18.00 (inc VAT) per letter, email or text message relating to non-payment of rent by due date.

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**



**Scriven & Co.**

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Ombudsman  
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Property

