

TENANTS FEES

Pre-tenancy charges

Tenancy Agreement & Admin fee	This fee covers the negotiating and agreeing of tenancy terms, processing the application, any necessary paperwork and for the preparation of the Tenancy Agreement and associated documents.	£240.00 (inc VAT) PER TENANCY
Reference/Credit Checks	Fee per tenant (or second and subsequent guarantor, if applicable). Includes financial credit checks, references including current/previous employer & landlords	£ 60.00 (inc VAT)
Inventory/Schedule Of Condition	Half the cost of the Inventory & Schedule of Condition. The other half is charged to the Landlord. Cost includes check in and check out property visits, reports and negotiations.	The cost is detailed on the cost sheet/property details
Pet Deposit	To cover the additional risk of property damage. This will be protected with your deposit and may be returned at the end of the tenancy term.	To be negotiated dependent upon animal.

Other charges:

Bank Related Charges	CHAPS payment fee (if specifically requested by Tenant)	£30.00 (inc VAT)
	Refunding rents paid in error including failure to cancel standing order	£30.00 (inc VAT)
	Bounced cheque or recalled standing order	£30.00 (inc VAT)
	Interest on late payments of rent charged at 3% above the Bank of England base rate from the rent due date.	
Charges during your tenancy	Tenancy Renewal and/or Tenancy Amendment fee – Negotiating new terms, amending and updating records and associated documents.	£60.00 (inc VAT)
	Assignment fees – To remove or add replacement tenants (Subject to referencing and Landlord consent). Fee per Tenant.	£150.00 (inc VAT)
	Early Termination Charges – 10% of the rent for the remainder of the Tenancy term plus liability for the rent and all utilities (inc standing charges, environmental charges and council tax etc) until the new Tenancy starts. Plus a proportion of the Landlord's re-letting charges. Note: Early Termination is subject to Landlord consent.	12% (inc VAT)
	Missed appointments – charge for property visits or contactor call outs not cancelled prior to the day of the appointment.	£30.00 (inc VAT)
	Replacement keys – lost during the Tenancy or not returned at the end of the Tenancy. *Minimum charge per key.	*£12.00 (inc VAT)
Other fees & Charges	Replacement of lost items – Agents time to arrange consent, source replacements, collect/deliver lost, missing or damaged from property and detailed in Inventory/Schedule of Condition. *Note: Plus any actual cost for the replacement.	£30.00 (inc VAT) per hour
	Revisit by Inventory clerk following missed appointment or to check works complete	£72.00 (inc VAT)



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