

# Fees for Tenants

## Before you move in

When you rent a property from us we will charge you a one-off fee per property. This charge is the equivalent of 15 days of the monthly rental charge (plus VAT) with a minimum fee of £450 (inc. VAT) up to a maximum of £650 (inc. VAT). This fee covers the cost of referencing each 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), contract negotiation (amending and agreeing terms).

### Check in fees to be paid prior to the commencement of your tenancy

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Check in – 1 Bed/Studio	£120.00
Check in – 2 Bed	£130.00
Check in – 3 Bed	£140.00
Check in – 4 Bed	£175.00
Check in – 5 Bed	£195.00

### Other fees that may be charged depending on your circumstances at the start of a tenancy:

Changing a tenancy commencement date after initial tenancy has been agreed	£157.50
Adding or removing Tenant(s) from a proposed Tenancy after an offer is accepted	£157.50
Processing a guarantor application (only required if the initial reference checks fail), covering credit referencing and preparing a Deed of Guarantee as part of the tenancy agreement.	£157.50
Writing additional clauses for tenancy agreement (at tenant's request)	£50.00
Third party contract review (including company agreements)	£210.00

### Fees that may arise during the course of a tenancy:

Writing additional clauses for tenancy agreements (at tenant's request), covering contract negotiation, amending terms and updating your tenancy agreement	£75.00
Renewal of tenancy agreement, covering contract negotiation, amending and updating terms and preparing relevant document	£116.00
Organising extra/replacing lost keys/entry fobs	£20.00 Admin Fee plus cost of key/fob
Adding a Permitted Occupier to an existing agreement (No referencing)	£110.50
Replacement tenant fee/removing current tenant from an existing AST (including referencing and new AST)	£450.00
Refusing access for a property inspection	£52.50
Producing bespoke letters on behalf of tenants	£31.50
Producing letters regarding arrears in excess of 12 days overdue	£31.50
Producing letters regarding breaches of your tenancy	£31.50
Out of hours emergency call out charge for contractors	£120.00
Waiting at properties with contractors (per hour)	£52.50

### Fees that may be charged at the end of your tenancy:

If you request to terminate your tenancy early (subject to the landlords agreement) an arrangement fee of £450.00 including VAT will be charged to cover any works such as advertising the property, finding suitable new tenants, preparing all relevant documentation. The property will be marketed as being available a week after your requested vacation date to allow for any works to be conducted and you will be released from your agreement the day before the new tenant takes possession.	£450.00
Future landlord reference fee, covering collating information and preparing a reference for a future landlord or letting agency	£31.50
Abortive Check Out	£90.00
Returning overpaid rent after your tenancy has ended	£30.00
TDS Adjudication Fee	£50.00

Haslams is an ARLA licensed member, a member of the TDS Scheme and a member of the Property Ombudsman.



Tenancy Deposit Scheme



## ARLA/CMP (Client Money Protection Scheme)

**CMP PROTECTS LANDLORDS' AND TENANTS' MONEY**  
Haslams protects all its' client funds in the Propertymark scheme: the scheme ensures that should a Propertymark Protected agent go bust or misuse your rent, deposit or other funds, Propertymark will reimburse you:

All prices shown include VAT at the current prevailing rate of 20%

Valid from April 2018

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