

## Tenant Fees

V: 230216

Our fees below include VAT.

<b>Administration Fee</b>	for 1 adult	£150
	for one or more adults	£125
The fee for the time taken to administrate your documents and tenancy application.		
<b>Referencing Fee</b>	for 1 adult	£150
	per adult for more than 1 adult	£125
The fee for referencing which covers checking your credit status, previous employer, current or past landlords, right to rent checks and taking into account any other information to help us assess the affordability and suitability of your tenancy application.		
<b>Guarantor/Additional Person/Permitted Occupier Fee</b>		£125
This covers the cost of processing the application and associated paperwork for any Additional applicants. Should the outcome of your application require a guarantor this cost covers processing the application for a guarantor including credit checks and employer references. A person who is over the age of 18 and also living at the property but not directly liable for rental payments.		
Please note that if your application fails or is withdrawn, the above fees are non refundable.		
<b>Pet Fee – Per Pet</b>		£150
The pet fee is non-refundable and covers the cost of an end of tenancy professional clean to prevent possible allergies of the new tenants(s).		
<b>Express Move In Within 5 Working Days</b>		£30
Commencement of a tenancy 5 working days from receipt of full application.		
<b>Express Move In Within 3 Working Days</b>		£50
Commencement of tenancy 3 working days from receipt of fill application.		
<b>Saturday Move In</b>		£60
Commencement of tenancy and collection of keys on a Saturday.		
<b>Accompanied Move In</b>		£60
Commencement of tenancy and key exchanged at the property.		
<b>Renewal Fee – Tenants Share</b>	periodic tenancy max 5 months	£150
	6 month tenancy	£180
	12 month tenancy	£240
This cost covers the negotiation on the tenancy renewal term, drafting the tenancy agreement and creating systematic rental demands for the next tenancy term. A share of this fee is also payable by the landlord.		

<b>Late Renewal Fee</b>	£30
Should you renew your tenancy after your end date you will be charged this fee.	
<b>Amendment To Tenancy</b>	£150
During your tenancy term this fee is charged if one person or more on the tenancy request is removed.	
<b>Final Inspection Fee –Tenants Share</b>	£150
Upon the tenants termination this fee is charged and covers arranging the move out appointment, visiting the property to check property condition after the tenancy has ended, liaise and agree with tenant and landlord on any deductions from the bond, release any monies to landlord or tenant after unprotecting the bond and transfer any disputed amount to the TDS for adjudication. A share of this fee is also payable by the landlord.	
<b>Exit Landlord Reference Fee – Per Tenant</b>	£49.95
Should you require us to complete a reference requested by a landlord or letting agent. This fee is charged to collate, prepare and send this reference.	

Fees applied to the tenancy for any arrears / complaints.

<b>Telephone Call</b>	£15
After three unsuccessful attempts to contact a tenancy to discuss rental arrears this fee will be charged per telephone call.	
<b>Per Letter</b>	£20
This fee is charged per letter to the tenant when we are unable to contact you by alternative means of communication.	
<b>Late Rent Payment – Per 7 days</b>	£25
This fee is charged from the rental due date per 7 days of the arrears.	
<b>Failure to Keep Appointment</b>	£30
This fee is charged when Moss Properties or a Moss Properties contractor arrange and you confirm an appointment time either at our offices or the property and you fail to attend or keep this appointment.	
<b>Lost Key Call Out</b>	From £90
If you lose your keys and require us to instruct a locksmith to attend the property, dependant on the outcome the minimum charge is £90.	
<b>Copy Of Keys (Where Available)</b>	From £50
If you require Moss Properties to supply a copy of our management keys (where available) this fee is charged dependant on how many keys required.	



<b>Legal Notices Served – Per Transaction</b>	£125
If Moss Properties are instructed by the tenants landlord to serve a notice due to a breach in the tenancy by the tenants this fee is charged.	
<b>Returned Payment from Bank/Unpaid Cheque</b>	£35
This fee is charged if Moss Properties have requested payment that fails to reach Moss Properties accounts.	
<b>Cash Payment</b>	£5
This fee is charged for any cash payments taken by Moss Properties to cover administration costs to process these payments.	