

FEES TO TENANTS

Before you move in:

Set up fee (tenant's share)	£250 per tenancy
<ul style="list-style-type: none">Referencing all tenants (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	
Guarantor Fee	£50 per guarantor (if required)
<ul style="list-style-type: none">Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement	
A Student Tenancy Set up Fee (includes Tenant and Guarantor)	£100 per person
<ul style="list-style-type: none">Payable per student to cover the cost of credit references and associated administration costs.	
Permitted Occupier Fee	£50 per permitted occupier
<ul style="list-style-type: none">Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy	
Pet Deposit	Returnable additional Security Deposit of £100
<ul style="list-style-type: none">To cover the added risk of property damage. This will be protected with your security deposit in a Government-authorized scheme and may be returned at the end of the tenancy	

During your tenancy:

Amendment Fee	£100
<ul style="list-style-type: none">Contract negotiation, amending terms and updating your tenancy agreement during your tenancy	
Renewal Fee (tenant's share)	£60
<ul style="list-style-type: none">Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	

Other fees and charges:

Lost Security Items	£20 plus item cost
<ul style="list-style-type: none">Obtaining necessary permissions, sourcing providers and travel costs	
Unpaid Rent / Returned Payments	£20
Duplicate Tenancy Agreement	£10
Additional Colour Copy of Signed Inventory	£10
Re-referencing Fee	£50
<ul style="list-style-type: none">Payable prior to the renewal of a new fixed term contract	
Late Rent Chase Letter	£25
<ul style="list-style-type: none">(We will initially chase late rent via email, phone and text- we will only write if there is no response/payment after 7 days)	
Breach of Tenancy Letter	£25

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

FEES TO LANDLORDS

Tenant Find Service 50% of 1 st Months' Rent to a minimum of £200	Rent collection 8% of Monthly Rent + Set Up Fee	Fully managed 10% of Monthly Rent + Set Up Fee
INCLUDES: <ul style="list-style-type: none"> • <i>Collect and remit initial months' rent received</i> • <i>Agree collection of any shortfall and payment method</i> • <i>Provide tenant with method of payment</i> • <i>Deduct any pre-tenancy invoices</i> • <i>Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</i> 	INCLUDES: <ul style="list-style-type: none"> • <i>Collect and remit the monthly rent received</i> • <i>Deduct commission and other works</i> • <i>Pursue non-payment of rent and provide advice on rent arrears actions</i> • <i>Make any HMRC deduction and provide tenant with the NRL8 (if relevant)</i> 	INCLUDES: <ul style="list-style-type: none"> • <i>Collect and remit the monthly rent received</i> • <i>Pursue non-payment of rent and provide advice on rent arrears actions</i> • <i>Deduct commission and other works</i> • <i>Advise all relevant utility providers of changes</i> • <i>Undertake two inspection visits per annum and notify landlord of the outcome</i> • <i>Arrange routine repairs and instruct approved contractors (providing two quotes)</i> • <i>Hold keys throughout the tenancy term</i>

ADDITIONAL NON-OPTIONAL FEES AND CHARGES (IRRESPECTIVE OF LEVEL OF SERVICE):

Setup Fee (Landlords Share):

50% of first month's rent to a minimum of £200

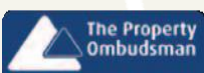
- *Agree the market rent and find a tenant in accordance with the landlord guidelines;*
- *Advice on refurbishment*
- *Provide guidance on compliance with statutory provisions and letting consents*
- *Carry out accompanied viewings (as appropriate)*
- *Market the property and advertise on relevant portals*
- *Erect board outside property in accordance with Town and Country Planning Act 1990*
- *Advise on non-resident tax status and HMRC (if relevant)*

EMILY CHARLES

SALES & LETTINGS

Inventory Fee (landlords share)	£90
Deposit Registration Fee:	£10
<ul style="list-style-type: none">• Register landlord and tenant details and protect the security deposit with a Government-authorized Scheme• Provide the tenant(s) with the Deposit Certificate and Prescribed Information within 30 days of start of tenancy	
Additional property visits:	£25
<ul style="list-style-type: none">• To attend for specific requests such as neighbour disputes; more visits are required to monitor the tenancy; or any maintenance-linked visit	
Arrangement Fee for works over £100:	10% of net cost
<ul style="list-style-type: none">• Arranging access and assessing costs with contractor;• Ensuring work has been carried out in accordance with the specification of works• Retaining any warranty or guarantee as a result of any works	
Rent Review Fee	£50
<ul style="list-style-type: none">• Review rent in accordance with current prevailing market condition and advise the landlord• Negotiate with tenant• Direct tenant to make payment change as appropriate• Update the tenancy agreement• Serve Section 13 Notice if tenancy is on a rolling monthly basis	
Renewal Fee (landlords share)	£60
<ul style="list-style-type: none">• Contract negotiation, amending and updating terms and arranging a further tenancy and agreement	
Checkout Fee (landlords share)	£50
<ul style="list-style-type: none">• Agree with tenant check out date and time appointment• Instruct inventory provider to attend• Negotiate with landlord and tenant any disbursement of the security deposit• Return deposit as agreed with landlord and tenant to relevant parties• Remit any disputed amount to Scheme for final adjudication• Unprotect security deposit• Instruct contractors; obtain quotes; organise repairs /replacement/cost of any broken or missing items	

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