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**CLIENT MONEY PROTECTION
 (CMP) PROVIDED BY: ARLA**



**INDEPENDENT REDRESS
 PROVIDED BY: TPOs**



FEES TO: TENANTS

www.orchardbybridges.co.uk

BEFORE YOU MOVE IN:

Set up fee (tenant's share)

£400 (inc VAT) for a single tenant

This fee is to cover your share of the costs associated with setting up a tenancy and will include; Referencing by an independent company with our management and support throughout this process, the building of your file (ensuring it includes all relevant documents and meets all current regulations), preparation of the tenancy agreement and supporting documents, the co-ordination of your move including the signing and execution of all the documentation. This fee is non refundable if (a) in the event you withdraw or (b) if you fail referencing and, as a result, the landlord chooses not to proceed.

Additional Tenant Fee

£150 (inc VAT) per tenant

Processing the application, associated paperwork and referencing.

Guarantor Fee

£150 (inc VAT) per guarantor (if required)

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement.

Permitted Occupier Fee

£60 (inc VAT) per permitted occupier

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.

Fast track check in fee

£150 (inc VAT) If you require your move to be processed in 5 working days or less.

Accompanied Check-in fee *From*

£108 (Inc VAT) for a one bedroom unfurnished property to £282 (Inc VAT) for a 6 bedroom furnished property.

An independent inventory clerk will guide you through the inventory and Schedule of Condition report that they have prepared for the property. If less than 24 hours notice is given to cancel this appointment you will be charged the full fee.

NB: If items such as furniture or any other miscellaneous objects are left in the property, the clerk will check in the inventory at the furnished cost and we will pass this on to you. Also, any additional rooms will be charged at £10 + VAT each. Additional rooms will include extra bathrooms, large utility rooms and more than two reception rooms etc.

Pet Clause

£30 (Inc VAT)

We will prepare a pet clause for the tenancy agreement.

Pet Deposit

Returnable additional Security Deposit of £150

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.

DURING YOUR TENANCY:

Amendment Fee

£150 (inc VAT)

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.

Renewal Fee (tenant's share)

£100 (inc VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

Future Landlord Reference Fee

£30 (inc VAT) per reference request

Collating information and preparing a reference for a future landlord or letting agent.

OTHER FEES AND CHARGES:

Lost Security Items

£30 (inc VAT) plus item cost

Obtaining necessary permissions, sourcing providers and travel costs.

Out of Hours Services

£201.60 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

Interest at 5% above Bank of England Base Rate from date due.

Late Payment of Rent

A charge of £25.25 (inc VAT) if your rent is more than 4 days late.

Rent Arrears Letter Writing

If rent falls into arrears by 7 working days £18 (inc VAT) per letter. We will write to you at each stage.

Rent Paid in Error

£36 (inc VAT) It is your responsibility to end standing orders at the end of a tenancy.

Should rent be paid in error we will charge a fee to deal with the refund to you.

Professional Cleaning (if required)

£20 (inc VAT) per hour which will be deducted from the Security Deposit

Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF. WE WILL NOT ASK YOU FOR A 'HOLDING DEPOSIT'.

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