

## **Fees charged to applicants and tenants**

1. Each personal applicant or guarantor for a tenancy pays an administration fee of £50 on application.<sup>†</sup>
2. Each company applicant or guarantor for a tenancy pays an administration fee of £80 on application.
3. When the tenancy is taken up there is a single check-in fee of £65.<sup>†</sup>
4. Whenever a tenancy is extended for a further fixed term the fee is £35
5. For providing an open letter of reference to aid the tenant in finding a new property the fee is £10 per letter.

## **Deposits policy**

Security deposits or bonds held by this agency on behalf of the landlord and tenant are registered with The Deposit Protection Service.

Some landlords hold the deposits themselves and protect the deposit in some approved way.

Deposits are usually equivalent to one month's rent plus £100. So if the rent is £500 per month the deposit is £600. Particular landlords or properties may demand a rather higher deposit.

---

<sup>†</sup> Example: 2 adults and 2 children applying for a tenancy pay £100 admin fees and then £65 on moving in. Total fee receipts by The Agent = £165