

Summary of Tenant Fees



14 December 2016

All fees and charges included VAT unless otherwise stated

Before you move in	Fee
<p>Setup Fee</p> <p>This fee includes:</p> <ul style="list-style-type: none">• Processing the application.• Taking up references, including identity checks, immigration checks, visa confirmation, credit checks and taking up third party references.• Contract negotiations with the landlord including amending and agreeing terms as well as arranging the tenancy and agreement.• Preparing an inventory and schedule of condition.• Explaining how appliances function and taking meter readings for utilities and services. <p>In the event that negotiations are unsuccessful and the landlord does not accept your offer the administration charge will be refunded in full.</p> <p>All our reference checks are carried out by an independent credit referencing agency and includes a full credit check, landlord and employment references. This charge will not be refunded in the event that negotiations are unsuccessful after references have been taken.</p>	<p>£225.00 (inc Vat) per person</p>
<p>Guarantor Administration Fee</p> <p>In some circumstances, we will require a UK homeowner to act as a guarantor to guarantee the rent. We will require full credit in the same way we check tenants credit references and will be carried out through Rent-4-Sure. The charge is per guarantor and includes the administration documents needed.</p>	<p>£60.00 (inc VAT)</p>
<p>Pet Fee</p> <p>Some of our properties accept pets of all shapes and sizes. If you are moving into a property with a pet, an additional pet fee will be requested before you move in. The fee will contribute to any fumigation or repairs and redecoration that may be required at the end of the tenancy. The deposit will be held in Tenancy Deposit Scheme (TDP).</p>	<p>(per un-caged animal) £100.00 (inc VAT)</p>

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AR Lettings is a trading name of Austin Rees Limited, registered number 3109319.

Registered Office: 135/137 Dyke Road, Hove, East Sussex, BN3 1TJ.



Summary of Tenant Fees

1 February 2016

All fees and charges included VAT unless otherwise stated

During your tenancy

Amendment Fee This fee is charged if we have to negotiate, amend or update the terms of your agreement during the tenancy.	£25.00 (inc VAT)
Change of Sharers This fee will be charged if we have to change the details of people sharing the property and includes the cost of taking up new references and preparing a new tenancy agreement.	£250.00 (inc VAT)
Falling into Arrears If you fall into arrears with your rent we will charge you for each letter sent to you.	£24.00 (inc VAT) per letter

Other fees and charges

Surrender of Tenancy Tenants cannot terminate the tenancy during the Term. Should the Tenant wish to vacate before the expiry of the Term and the Landlord agrees, the Tenant shall be liable to pay this fee.	£300.00 (inc VAT)
Loss of security items including keys If we have to replace keys or other security items during the tenancy we will charge you the full cost of the replacement plus a small administration fee.	Administration fee £25.00 (inc VAT)
Permitted Occupier Fee Anyone over 18 years old who is residing in the property will need to have their references checked. In some situations the landlord may allow them to be added to the tenancy agreement as a permitted occupier. We will charge a fee to cover the cost of explaining their responsibilities towards the tenancy and the landlord as well as providing them with documentary guidance and assistance during the tenancy. AR Lettings MUST be informed of EVERYONE residing at the property and they must have their reference checked.	£50.00 (inc VAT)
Tenancy Renewals In the event that an extension or renewal is agreed by the Landlord, we will charge the following fees to cover the cost of drawing up a new renewal Tenancy Agreement:	<ul style="list-style-type: none"> At the end of the first year: £108.00 (inc VAT) At the end of the second, third and fourth years: £60.00 (inc VAT) At the of the fifth and subsequent years: £36.00 (inc VAT)
Legal Disputes Should we need to enter a legal dispute for rental recovery or repossession we may pass on any solicitor or other legal costs to cover the expense of any action the landlord wishes to take against the tenancy or the tenant.	