



SPENCERS
NEW FOREST



A GUIDE TO OUR TENANT FEES

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PRIOR TO YOUR TENANCY		
Set Up (tenants share) – Standard	£195.00 (inclusive VAT) £60 per subsequent tenant	Referencing each tenant over 18 yrs of age (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability and suitability). Contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.
Company	£400 (inclusive of VAT) per property	Company credit check and referencing of the occupant
Guarantor fee	£60.00 (inclusive of VAT)	Covering credit referencing and proof of affordability.
Reservation fee	Equivalent to half a month's rent	To secure a property (subject to contract and references). This is required to secure a let for a move in date longer than 2 weeks from application. This payment will go towards the first month's rent or paid to Landlord if the tenant withdraws his application.
DURING YOUR TENANCY		
Renewal Tenancy Agreement	£96 (inclusive of VAT)	Contract negotiation and renewal for further fixed term.
ENDING YOUR TENANCY		
Check Out Fee at cost	Dependant of property size	An independent inventory clerk will attend the property to undertake a checkout of the property against the original inventory and check in and negotiating the repayment of the security deposit.
Future Landlord referencing fee	£30 (inclusive of VAT) per reference request	Collating information and preparing a reference for a future landlord or letting agent.
OTHER FEES		
Out of hours services	£50 per hour (inclusive of VAT) Plus any actual costs incurred.	Where the actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate.
Aborted appointment	£60 (inclusive of VAT)	Failure to enable access for a pre-arranged appointment by the agent/landlord or authorised contractor.
Professional Cleaning (if required)	£28 per hour (inclusive of VAT) 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.
Early release fee	£250 (inclusive of VAT)	To re-market the property carry out viewings and negotiate new tenancy. This will be payable along with the check-out fee as per your Tenancy agreement. <i>Please note: Any tenant wishing to be released from their tenancy early will be liable for the rent up until the day the new tenants move in.</i>
Unpaid rent / returned payments	If your rent is late, a fee of £60.00 (inc VAT) is required, and additional £18.00 (inc VAT) is required per notification until your rent is brought up to date; this is capped at £54.00.	Chasing rent arrears.