



## TENANT APPLICATION FEES

Our costs are as follows: when you apply for a tenancy there will be a fixed administration fee of **£225 (Inc. vat)** for a single or joint applicant, with a further **£112.50 (Inc. vat)** for each and every additional applicant.

This fee covers the cost of undertaking referencing, credit reference checks, and assessment of your application, including Guarantor referencing if applicable. If your application has been accepted and IF YOU decide not to go ahead with the tenancy for whatever reason, or withhold information that would affect our decision (e.g. not declaring arrears etc.) the FULL FEE will be retained. In the event that you fail the vetting procedure we will only retain the proportion of costs already incurred which will include time spent on your application.

On the day that you move in you will need to pay one month's rent and the damage bond.

If you become in arrears and we have to write to you on more than one occasion an arrears fee of **£25 (Inc. vat)** will be charged on each occasion.

We are members of a client money protection scheme and The Property Ombudsman.

