

Tenant Schedule of Charges (Assured Shorthold Tenancies)

All fees listed below are inclusive of VAT.

In addition to paying rent for the property, you may also be required to make the following permitted payments:

BEFORE YOU MOVE IN:

Holding Deposit

If you wish to secure a property, you will be required to pay one week's rent immediately which, providing all the conditions are complied with, will be put towards your first month's rent.

Security Deposit

You will be required to pay the equivalent of five weeks' rent as a security deposit unless you are taking out a Zero Deposit Guarantee (ZDG), in which case the premium payable is the equivalent of one week's rent and an annual admin fee.

DURING YOUR TENANCY:

Payments to other third parties: such as Council Tax, utilities or payments for communications services and default charges, such as:

Replacement Keys/Security Devices

You are responsible for the cost of replacement keys/security devices throughout and at the end of the tenancy.

Deed of Surrender £120

To include all administration and documentation involved with the surrender of your tenancy.

You will also be liable to pay for any losses incurred by the landlord, including re-let fees, and you will also be responsible for paying the rent on the property until the replacement tenancy starts. If there is a shortfall between the new and old rent, you will be responsible for paying the difference until your tenancy would have come to an end.

Changes to Tenancy £50 (per addendum)

If a change is requested to the original tenancy term – such as change of occupant, guarantor, permitted occupant or pets – an addendum would need to be drawn up and signed by all parties. The fee payable covers the drafting of the agreement, and arranging for it to be signed by all parties, and any systems being updated, including TDS Custodial if applicable.

ENDING YOUR TENANCY (to be deducted from your deposit):

Professional Appointment Abortive Fees

Any fees charged to the landlord by a contractor due to you not allowing access, covering the costs of cancellation/rearrangement of appointments with our sourced professionals.

Please note: If the landlord incurs fees due to the non-payment of your rent, these costs will be deducted from your deposit.

Peter Ball & Co is a licenced member of the Associate of Residential Letting Agents (ARLA). Our Client Money Protection is provided by the Associate of Residential Letting Agents (ARLA), membership number C0014838. Independent Redress is provided by The Property Ombudsman our membership number is D01372. We are also members of Tenancy Deposit Custodial Scheme; our membership number is EW1181.

Tenant Schedule of Charges (Non-Housing Act Tenancies)

BEFORE YOU MOVE IN:

Tenancy Set Up Fee £300 (inc. VAT)

Your contribution towards the preparation of the tenancy agreement and all the related documentation. This includes access to a document portal and provision of a dedicated tenancy progressor who will organise everything to enable you to move in without any issues arising.

Application Fee £120 (inc. VAT) per applicant

This is payable when reserving a property and covers the referencing costs.

Guarantor Fee £90 (inc. VAT) per guarantor (if required)

To cover referencing.

Permitted Occupier Fee £120 (inc. VAT) per permitted occupier

This is payable when reserving a property and covers the referencing costs.

Pet Deposit (returnable additional security deposit, equivalent of half one month's rent)

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.

Company Let Fee £500

To cover company checks, such as credit and company searches, your contribution towards the preparation of the tenancy agreement and all the related documentation.

Special Clauses £30 (inc. VAT) Per Clause

Payable when it is necessary to add special clauses to the tenancy agreement; for example, pet clause, guarantor clauses, etc.

DURING YOUR TENANCY:

Addendum Fee £150 (inc. VAT)

This document is required whenever a term of the original agreement is amended, for example, change of occupant (please note an application fee is also payable by each new occupant), rent payment date or addition of pets, permitted occupant, etc.

Renewal Fee (Tenant's Share) £90 (inc. VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy agreement to be drawn up and signed.

Deed of Surrender £500 (inc. VAT)

This is payable if you wish to end the tenancy before the end of the fixed term (subject to landlord's approval).

Chasing Unpaid Rent £30 (inc. VAT) Per Communication

If we are required to chase for rent arrears, the above fee is payable per communication. Please note: interest is also payable on the unpaid amount of 4% above NatWest base rate.

Appointment Cancellation Fee £40 (inc. VAT) Per Appointment

To cover the costs of cancellation/rearrangement of appointments with staff members.

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Professional Appointment Cancellation Fee £50 (inc. VAT)

To cover the costs of cancellation/rearrangement of appointments with our sourced professionals.

Property Manager Waiting Charge £72 (inc. VAT) per hour

This is payable if appointments have been made with your property manager but you are late/do not attend this appointment.

ENDING YOUR TENANCY:

Future Landlord Reference Fee £36 (inc. VAT) Per Reference Request

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

OTHER FEES AND CHARGES:

Non-cancellation of Standing Order Fee £20 (inc. VAT)

To cover the cost of having to return rent.

File Retrieval Fee £30 (inc. VAT) Per File

To cover the cost of retrieving files from storage.

Disposal of Items From £60 (inc. VAT)

To cover the costs of disposing any items left in the property and the end of your tenancy.

Arranging Professional Cleaning (if required) 24% of Cleaner's Fee (inc. VAT) Per Hour (this is payable in addition to the cleaner's invoice)

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

Please note: this is in addition to the cost of the cleaning which is dependent on property size/condition and prices can be given on application.

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