

Tenant Fees & Charges

Details	Cost
Tenancy arrangement fee	Zero
AST Referencing fee	Zero
NHA Referencing fee	£250 + Vat £300 inc VAT
Guarantor fee	Zero
Check out fee	Zero
DPS fee	Zero
Payments capped at £50 for the variation, assignment or novation of a tenancy	£50
A refundable tenancy deposit of £199 or 5 weeks rent	Tenancy dependant
Refundable holding deposit (to reserve a property) capped at no more than 1 week's rent	One weeks rent
Default fee for late payment of rent	3% above bank of England base rate on arrears after 14 days
Replacement of a lost key/security device giving access to the housing, where required under a tenancy agreement	Within office hours (9am–5pm Mon–Fri) you will be charged the cost of replacement which is around £25 Outside of office hours between 5:00pm and –10pm £50 (inc VAT) FROM 11PM – 9am £75 (inc VAT)
Payments in respect of utilities, communication services, TV licence and Council Tax	Consumer cost

Additional Services	Excluding VAT	Including VAT
Tenant referencing (per tenant)	£25.00	£30.00
Negotiating addendum to the tenancy	£50.00	£60.00
Annual statement of income and expenditure	£50.00	£60.00
Additional property visit, cost per visit	£50.00	£60.00
Court attendance - per day or part thereof	£200.00 plus travel expenditure	£240.00 plus travel expenditure
Fee for transferring payments to a Non-UK bank per transaction	£25.00	£30.00
Inventory and checkout report	Quotation	Quotation
Facilitating the transfer of deposits to you where we have previously been holding and protecting them (cost per deposit)	£25.00	£30.00
To respond on your behalf to your deposit disputes where we do not provide full management	£50.00	£60.00
Serving of notices where we do not provide full management	£150.00	£180.00
Administration costs of withdrawing from management but keeping the tenant (cost per tenant)	£500.00	£600
Landlords requests more than 3 quotes for any maintenance required (cost per job).	£25.00	£30.00
Cost to apply for the HMO licence on Landlord's behalf (plus cost of application)	£250.00	£300.00
Tenancy renewal (Cost included in the full management service)	150.00	£180.00
Set up fee	£399.00	£478.80
Compliance certificates	By quotation	By quotation
Enhanced reference	£25 per referee	£30 per referee

	Tenant Find Service	Rent Collection Service	Partially Managed	Fully Managed
Digital marketing on Stay Clever websites Rightmove, Zoopla and more	✓	✓	✓	✓
Accompanied viewings with a negotiator	✓	✓	✓	✓
Pre tenancy checks including Right to Rent checks and referencing	✓	✓	✓	✓
Key handover on tenancy commencement	✓	✓	✓	✓
Rent Collection, monthly statements and arrears management		✓	✓	✓
Rent reviews and negotiations		✓	✓	✓
Serving Section 21 notice		✓	✓	✓
Repair support			✓	✓
Dedicated property management department			✓	✓
Deposit registration			✓	✓
Property Inspection & checkout			✓	✓
Refurbishment advice and arrangement			✓	✓
Deposit negotiation			✓	✓
Utility handling and usage monitoring				✓

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Fees	Excluding VAT	Including VAT
Full Management including utilities management	16%	19.20%
Full Management excluding utilities management	14%	16.8%
Rent Collection Service	12%	14.4%
Tenant Find Service	1 months' rent	1 months' rent plus VAT