



## **Maria B Evans Property Management Ltd**

### **Tenants Lettings Fees**

For full transparency to comply with the legal requirements of the Consumer Rights Bill please find listed below the fees/charges/penalties which are payable to us in respect of letting and management work carried out by us in respect to an assured tenancy.

#### **Fees Payable By The Tenant**

**Sole Application Fee: £175.00 including VAT** – this charge is to the tenant for reference checking etc to be carried out for a tenant to take an Assured Shorthold Tenancy on a property. This is the total charge for the dwelling and includes a full inventory.

**Joint Application Fee: £200.00 including VAT** – this charge is to the tenants for reference checking etc to be carried out for a tenants to take an Assured Shorthold Tenancy on a property. This is the total charge for the dwelling and includes a full inventory.

**Guarantor Application Fee: £75.00 including VAT** – this charge is for the reference checking if it is necessary to take a guarantor for the tenancy.

- **NO Fees Payable - To set up the tenancy agreement**
- **NO Fees Payable - To carry out the Check-in inventory**
- **NO Fees Payable - To register the deposit with the DPS.**
- **NO Fees Payable – To carry out the Check-out Inventory.**

#### **Standard Administration Costs**

**Duplication of documentation including tenancy agreements, inventories and rental statements £12.00 including VAT**

**During the tenancy if we are required to send a letter to the tenant because the tenant has broken the terms of the tenancy agreement e.g. late payment of rent, the fee is £24.00 including VAT.**

**During the tenancy if the bank returns a cheque, standing order or direct debit unpaid the charge is £24.00 including VAT to cover our bank charges.**

**Missed appointments with either agent or contractors will be charged at £24.00 including VAT per appointment. Additional costs may be incurred for wrongfully calling out of contractors as per your tenancy agreement**

**During the tenancy if we send the tenant a Section 8 Housing Act notice because the tenant has broken the agreement the charge is £42.00 including VAT.**

**If the tenant does not respond to the notice the charge is £72.00 including VAT.**

### **Early Termination of Tenancy**

During the Fixed Term of the tenancy if you should wish to end the tenancy early (within the Fixed Term) we will endeavour to replace the tenant with another suitable tenant thereby releasing the original tenant from the commitment to the tenancy.

The charge is **£354.00 including VAT** for advertising, conducting viewings, drawing up the tenancy agreement, carrying out check-out/check-in, production of new inventories etc.

We must stress the tenancy is still the responsibility of the existing tenant until a new tenant signs.

### **Official Memberships**

*We are operators of a Client Money Protection Scheme recognised by SAFE/NALS – Safe Agent, P O Box 1174, Cheltenham, GL50 9TQ, Registration No S2127; website: [www.safeagents.co.uk](http://www.safeagents.co.uk).*

*We are members of The Property Ombudsman, Milford House, 43-55 Milford Street, Salisbury, Wiltshire, SP1 2BP, Membership No L00363; website: [www.tpos.co.uk](http://www.tpos.co.uk)*

*We are members of The National Approved Letting Scheme, Eagle Tower, Montpelier Drive, Cheltenham, GL50 1TA, Licence No A2202; website: [www.nalscheme.co.uk](http://www.nalscheme.co.uk)*

*We are members of The Residential Landlords Association, 1 Roebuck Lane, Sale, Manchester, M33 7SY*