



Fee schedule to Tenants signing from 1st JUNE 2019

On signing Stanley and Partners Terms and Conditions, to take the property off the market and undertake our referencing procedure to rent the above property, you will need to pay: Prices include vat at 20%

Property of interest: _____

Holding fee- per property- refundable on signing of tenancy agreement within 15 days or as extended by agreement of LL and T and will count towards the Tenants rent account	1 X Week rent Use this calculation: £Rent per month x 12 '/. 52 = 1 weeks holding fee then Deduct £10	£
Total upfront fees =		£

B. On Signing the Tenancy Agreement

First month's rent	£XX	£
Plus any agreed weekly top up for pets	£10 pw per pet	
Deposit Held by Tenancy Deposit Scheme TDS (unless Let only) Use this calculation: £Rent per month x 12 '/. 52 x 5 = 5 weeks deposit then Deduct £10	5 x weekly rent	£
LESS Holding fee		-(XXX)
Total final cost before moving into the property=		£

C. During and at the end of the tenancy

Variation of contract – Changes to the Tenancy agreement such as Pets added during the tenancy or other changes requested by the Tenant which alters the obligations of the agreement.	Up to £50 including vat or reasonable fees
Replacement of lost keys and security devices	Up to £50 including vat or reasonable fees
Early release from tenancy agreement – Where the Landlord agrees to release you from your Tenancy agreement before the end of the Fixed Term contracted period	Rent to the end of the tenancy agreement or until a new Tenant takes occupation (if applicable) plus the Landlords 'Tenants early release fee' as detailed in Landlords fee schedule.
Change of sharer – Referencing tenant, negotiating and drafting a new tenancy agreement for a change of sharer	Up to £50 including vat or reasonable fees
Late payment of rent	Interest will be charged 14 days after the rent is due at a rate of 3% above bank of England base rate
Referral fees on Contractors invoices	The Agent may receive a referral fee from some contractors of between 0 to 10% of the contractors bill due to the volume of work we provide to them.
An Introducers fee on any Contents Insurance purchased by the Tenant through Van Mildert Insurance company	£10 per insurance purchase may be paid to the Agent on the sale of the insurance to the tenant.

VAT Number: 737 1885 04 Stanley and Partners are members of:

National Approved Letting Scheme (NALS A2217),
Client Money Protection Scheme (NALS A2217),
Tenancy Deposit Scheme (TDS)

Safe Agent kite mark and
The Property Ombudsman (TPO) – A redress scheme.

Burgess Hill office: 14 Station Road, Burgess Hill. West Sussex. Tel: 01444 235611

Lewes office : 1 Fisher Street, Lewes. East Sussex. Tel: 01273 480529

Email: burgesshill@stanleyandpartners.co.uk or lewes@stanleyandpartners.co.uk

The partners of Stanley & Partners are James Stanley and Karen Stanley and their address for service of formal documents is 14 Station Road, Burgess Hill, West Sussex RH15 9DQ

We are delighted that you would like to rent a property through Stanley and Partners.

We want to make the letting process as quick and as smooth as possible. We need to show to our Landlords that prospective tenants have regular stable income enough to pay the rent and live at the property. You will be interviewed, and references will be taken up.

To proceed with your application to rent a property with Stanley and Partners

You need to provide us with the following documents for all persons over the age of 18 who wish to live at the rented property:

1. Photo ID Driving Licence
2. Passport
3. Pay One Holding fee from the Lead Tenant UK Bank account which can be paid to us to our bank account at:

Lloyds Bank: Stanley and Partners Sort code: 30-95-01 Account no. 00321515

Please give your name and property name as a reference.

And Complete and sign our Standard Terms and Information for Applicants form. We will then take the property off the market whilst references are taken up.

4. Within 3 working days of the Holding fee being received by us **you must provide** 2 Utility bills in the names of all parties (for the property you are currently living in up to 3 months old) and 3 months UK Bank Statements for all those applying to rent the property. (Full copies not internet summaries). Certain employment situations may require further evidence. We shall request this from you once we have reviewed our signed Standard Terms and Information for Applicants form.
5. A credit reference agency: Van Mildert may contact you by email if your Landlord requires a full credit reference report to be undertaken upon you. This is for insurance purposes. Otherwise we will undertake full referencing in-house.

You will fail your application to rent the property if you do not provide this and any further information requested, if required, to prove that you can afford to rent this property, have the Right to Rent and have no adverse credit history. The Holding fee may be retained. [This is not an exhaustive list- please see the Standard Terms and Information for Applicants.]

Thank you for your interest.

You know you are in safe hands with Stanley and Partners as we have:

- Regulated secure deposit protection with The Dispute Service (TDS)
- Secured deposit with Client Money Protection Scheme insurance with NALS **A2217** and Safe Agent to demonstrate how your money is secure with us.
- Complying with all government regulations and licensed with The National Approved Letting Scheme (NALS).
- Offering a redress service for disputes with the Property Ombudsman (TPO) and Alternative Dispute Resolution with TDS.

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V6/5/19