

## Fee schedule to Tenants from February 13<sup>th</sup> 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%

Holding fee- per property- refundable on signing of tenancy agreement Use this calculation: £Rent per month x 12 '/. 52 x 1 = 1 weeks holding fee then Deduct £10	£	£
Referencing fee: for Tenants and Guarantors -Non-refundable – for drawing up the tenancy agreement, reviewing replies to referencing, ensuring property legally compliant, legal paperwork signed and meeting tenants needs.	1 X Applicant £330 including vat 2 X Applicants £450 including vat 3 X Applicants £570 including vat	£
Pets administration fee (if applicable) We will need to alter and reflect this agreement on the Tenancy Agreement and in writing with all parties	£72 including vat (with Landlords prior consent)	£
<b>Total upfront non-refundable fees =</b>		<b>£</b>

### **B. On Signing the Tenancy Agreement**

First month's rent		£
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	£
<b>LESS Holding fee</b>		<b>- £</b>
<b>Total final cost before moving into the property=</b>		<b>£</b>

### **C. During and at the end of the tenancy**

Monthly rent – by standing order If paid other than by standing order a fee will be charged	£30 including vat
Late payment of rent fee ( partial or in full) or uncleared funds - per notification of your late payment	£30.00 including vat
Legal notices issued to you	£90.00 including vat
Failure to cancel standing order at end of tenancy – charged on each refund/notification thereof	£24.00 including vat
Further sets of keys provided at the tenant's request or replacement of lost keys	Cost of key cutting plus agent's fee of £36.00 including vat
New Locks required to be changed due to Tenants default	Cost plus Agents fee of £60.00 including vat
Early release from tenancy agreement – Where the Landlord agrees to release you from your Tenancy agreement before the end of the contracted period our fee is payable in advance for our administration costs to market, re-advertise and show the property	£720 including vat
Failure to attend an appointment with a contractor or the Agent at the property per visit	£60.00 including vat

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](mailto:burgesshill@stanleyandpartners.co.uk) or [lewes@stanleyandpartners.co.uk](mailto:lewes@stanleyandpartners.co.uk)

<p><b>Default in tenant's obligations under the tenancy agreement.</b></p> <ol style="list-style-type: none"> <li>1. For each and every Variation of the tenancy agreement or Endorsement to the tenancy agreement when requested by the tenant after its agreed start date and accepted by the Landlord e.g. pets, change of data</li> <li>2. Failure to arrange with a British Gas Service Contracted property to arrange for and give access to the company for a full Gas service and Gas safety certificate to be provided before expiry of the old one. Another gas contractor shall be employed at the tenant's expense.</li> <li>3. For each and every Contractor instructed and for the supervision of works required during and at the end of the tenancy noted as the tenants' responsibility including: <ul style="list-style-type: none"> <li>- Damage, alterations and additions to the interior or exterior of the property including Fixtures and Fittings.</li> <li>- Failure to keep or leave the property/garden/outdoor space/ fixtures and fittings clean and tidy</li> </ul> </li> <li>4. Failure to remove all belongings at the end of the Tenancy</li> </ol>	<p>Agents fee of £72.00 including vat</p> <p>Cost of Gas engineer to attend to the Service and safety certificate plus Agents costs of £60.00 including vat</p> <p>Actual cost of works plus Agents fee of £36 including vat.</p> <p>Actual cost of storage of items for one calendar month plus cost of disposal thereafter plus Agents costs of £90 including vat (charged at time of storage) which will be deducted from the sale proceeds and the balance paid by the tenant. Cost of immediately disposal at the Agents absolute discretion.</p>
<p>Change of sharer fee – negotiating and drafting a new tenancy agreement for a change of sharer</p>	<p>£300 including vat</p>
<p>Tenancy agreement renewal or roll onto a Periodic tenancy</p>	<p>£72 including vat</p>

VAT Number: 737 1885 04     **Stanley and Partners** are members of:  
National Approved Letting Scheme (NALS),  
Client Money Protection Scheme (NALS),  
Tenancy Deposit Scheme (TDS)  
Safe Agent kite mark and  
The Property Ombudsman (TPO) – a government approved redress scheme.

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