



SALES & LETTINGS

FEES TO TENANTS

Tenant Agency Fee

Will need to be paid to secure a property. The fee covers contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement.

Renewal Fees

Payable for contract negotiation, amending and updating terms and arranging further tenancy and agreement.

Early Release Fees

A fee is made payable to re-market your property/room to find a replacement tenant to take over your current contract.

Tenant Fees (Per Person)

| <u>Rent Amount</u> <u>PCM</u> | <u>Agency Fee</u> <u>Inc. VAT</u> | <u>Renewal Fee</u> <u>30% Discount</u> <u>inc. VAT</u> | <u>Release Fee</u> <u>Inc. VAT</u> | <u>Rent Amount</u> <u>PCM</u> | <u>Agency Fee</u> <u>Inc. VAT</u> | <u>Renewal Fee</u> <u>30% Dis-</u> <u>count inc.</u> <u>VAT</u> | <u>Release</u> <u>Fee Inc.</u> <u>VAT</u> |
|----------------------------------|--------------------------------------|--|---------------------------------------|----------------------------------|--------------------------------------|--|---|
| £250.00 | £75.00 | £52.50 | £75.00 | £480.00 | £144.00 | £100.80 | £144.00 |
| £260.00 | £78.00 | £54.60 | £78.00 | £490.00 | £147.00 | £102.90 | £147.00 |
| £270.00 | £81.00 | £56.70 | £81.00 | £500.00 | £150.00 | £105.00 | £150.00 |
| £280.00 | £84.00 | £58.80 | £84.00 | £525.00 | £157.50 | £110.25 | £157.50 |
| £290.00 | £87.00 | £60.90 | £87.00 | £550.00 | £165.00 | £115.50 | £165.00 |
| £300.00 | £90.00 | £63.00 | £90.00 | £575.00 | £172.50 | £120.75 | £172.50 |
| £310.00 | £93.00 | £65.10 | £93.00 | £600.00 | £180.00 | £126.00 | £180.00 |
| £320.00 | £96.00 | £67.20 | £96.00 | £625.00 | £187.50 | £131.25 | £187.50 |
| £330.00 | £99.00 | £69.30 | £99.00 | £650.00 | £195.00 | £136.50 | £195.00 |
| £340.00 | £102.00 | £71.40 | £102.00 | £675.00 | £202.50 | £141.75 | £202.50 |
| £350.00 | £105.00 | £73.50 | £105.00 | £700.00 | £210.00 | £147.00 | £210.00 |
| £360.00 | £108.00 | £75.60 | £108.00 | £725.00 | £217.50 | £152.25 | £217.50 |
| £370.00 | £111.00 | £77.70 | £111.00 | £750.00 | £225.00 | £157.50 | £225.00 |
| £380.00 | £114.00 | £79.80 | £114.00 | £775.00 | £232.50 | £162.75 | £232.50 |
| £390.00 | £117.00 | £81.90 | £117.00 | £800.00 | £240.00 | £168.00 | £240.00 |
| £400.00 | £120.00 | £84.00 | £120.00 | £825.00 | £247.50 | £173.25 | £247.50 |
| £410.00 | £123.00 | £86.10 | £123.00 | £850.00 | £255.00 | £178.50 | £255.00 |
| £420.00 | £126.00 | £88.20 | £126.00 | £875.00 | £262.50 | £183.75 | £262.50 |
| £430.00 | £129.00 | £90.30 | £129.00 | £900.00 | £270.00 | £189.00 | £270.00 |
| £440.00 | £132.00 | £92.40 | £132.00 | £925.00 | £277.50 | £194.25 | £277.50 |
| £450.00 | £135.00 | £94.50 | £135.00 | £950.00 | £285.00 | £199.50 | £285.00 |
| £460.00 | £138.00 | £96.60 | £138.00 | £975.00 | £292.50 | £204.75 | £292.50 |
| £470.00 | £141.00 | £98.70 | £141.00 | £1,000.00 | £300.00 | £210.00 | £300.00 |

IF YOU HAVE ANY QUESTIONS ON OUR FEES PLEASE ASK A MEMBER OF STAFF



SALES & LETTINGS

OTHER FEES AND CHARGES DURING THE TENANCY

| | |
|--|--|
| Check Out Fee | £30.00 (inc VAT) Per Managed Property |
| Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit. Payable alongside agency fee per managed property rented. | |
| Referencing Fee | £30.00 (inc VAT) Per Tenant (if required) |
| Referencing cost per tenant (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) | |
| Guarantor Reference Fee | £15.00 (inc VAT) Per Guarantor (if required) |
| Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement | |
| Unpaid Rent Charges | £15.00 (inc VAT) for each reminder that is issued |
| Returned Direct Debit Payments/Cheque | £25.00 (inc VAT) |
| Preparation of Section 8 Notice | £30.00 (inc VAT) |
| House visit for purpose of collecting rent | £50.00 (inc VAT) |
| Cancellation of lost cheque | £15.00 (inc VAT) |
| Out of hours false call out charge if the out of hours maintenance system is abused | £90.00 (inc VAT) |
| Unnecessary call out charge | £36.00 (inc VAT) |
| Deposit reminder letter | £36.00 (inc VAT) |
| Deposit reminder email | £6.00 (inc VAT) |
| Deposit reminder text | £3.00 (inc VAT) |
| Failure to produce written proof that all utility bills have been paid to Keylet within the first three months following your exit inspection will result in us contacting you. By doing so the above charges will be deducted from your bond deposit. | |
| Change of Utilities Supplier | £20.00 (inc VAT) |
| Administration charges for invoices £0-£100 | £18.00 (inc VAT) |
| Administration charges for invoices £100-£200 | £24.00 (inc VAT) |
| Administration charges for invoices | £200.00 + 12% of the invoice (inc. VAT) |

Administration charges will be applicable on any invoices raised as a result of tenant negligence

IF YOU HAVE ANY QUESTIONS ON OUR FEES PLEASE ASK A MEMBER OF STAFF