

# TENANT FEES SCHEDULE

## COMPANY LETS, NON-HOUSING ACT TENANCIES AND ASSURED TENANCIES

[www.benhams.com](http://www.benhams.com)

### BEFORE YOU MOVE IN

**Tenancy Agreement Fee per Property** £300 (inc VAT)

- Prepare the Tenancy Agreement and arrange for signing by all parties.

**Licence Agreement Fee for a Garage** £75 (inc VAT)

- Prepare the Licence for a garage and arrange for signing by all parties.

**Licence Agreement Fee for a Parking Space** £50 (inc VAT)

- Prepare the Licence for a parking space and arrange for signing by all parties.

**Referencing per Tenant** £84 (inc VAT)

**Deposit Handling Fee** £60 (inc VAT)

- To handle and hold the security deposit in accordance with the Tenancy Agreement for the duration of the tenancy in a registered client account.

**Guarantor Fee** £120 (inc VAT per guarantor (for referencing))

- Covering credit referencing and preparing a Deed of Guarantee.

### Pet Deposit

Additional Security Deposit equivalent to 8 weeks rent, to cover the added risk of property damage.

**Right to Rent** £30 (inc VAT) per occupant, per check

- Checking every occupant's original passport and visa before a tenancy commences to see they have the right to live in the UK. And to check again on renewal to confirm they still have the right to live in the UK in line with Right to Rent legislation.

### Stamp Duty Land Tax

- Stamp Duty Land Tax is payable on tenancies where the rent exceeds £125,000.

### DURING YOUR TENANCY

**Renewal Fee (Tenant's Share)** £180 (inc VAT)

- Contract negotiation, amending, updating terms and arranging an extension document.

### Change of Sharer Fees

- Tenancy Agreement £450 (inc VAT)
- Deposit Registration Fee £30 (inc VAT)
- Referencing per New Tenant £84 (inc VAT)

### ENDING YOUR TENANCY

**Check Out Fee** from £100 to £450 (inc VAT)

- Price depends on number of bedrooms and size of the property.
- Attending the property to prepare a Schedule of Condition based on the original inventory.

**Payments (By Bank Transfer)** £30 (inc VAT)

- All payments are made by cheque. If you require a payment by bank transfer, then this fee will apply.

**Future Landlord Reference Fee** £50 (inc. VAT) per request

- Collating information and preparing a reference for a future landlord or letting agent.

**Rent Arrears / Returned Payments** £35 (inc VAT)

The charge is per letter, telephone call or email requesting payment.

PLUS interest at 8% above Bank of England Base Rate from Due Date until paid on any outstanding sums in order to cover the agent's costs associated with chasing unpaid rent.

**Professional Cleaning (if required)** £50 (inc VAT) per hour which will be deducted from the Security Deposit

- Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION:  
[www.propertymark.co.uk](http://www.propertymark.co.uk)



INDEPENDENT REDRESS:  
[www.tpos.com](http://www.tpos.com)

