

# Professional Service for Your Peace of Mind

When you rent a property with Palace Gate Lettings, you will benefit from our extensive knowledge and years of experience that differentiates us from other letting agents. We specialise in residential lettings in South West London and have been looking after tenants since 1993.

Palace Gate Lettings service includes every aspect of renting a house or flat. We will act as a professional point of contact between you and your landlord, ensuring that the whole process is simple and stress-free, from application and paying a deposit, to moving in and paying rent. Our friendly team of letting agents in Battersea, Balham, Clapham and Earlsfield are always on hand to offer advice or help with any problems you may have during your tenancy.

## **TENANT FEES SCHEDULE**

### **FOR ASSURED SHORTHOLD TENANCIES (ASTs) SIGNED ON OR AFTER 1st JUNE 2019**

<b>Holding Deposit (per tenancy)</b>	<b>One week's rent.</b> This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
<b>Security Deposit (per tenancy. Rent under £50,000 per year)</b>	<b>Five weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Security Deposit (per tenancy. Rent of £50,000 or over per year)</b>	<b>Six weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Unpaid Rent</b>	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.
<b>Lost Key(s) or other Security Device(s)</b>	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s). Where a tenant locks themselves out of a property outside of office hours and requires an individual to collect spare keys and attend the property, to let the tenant back into the property, a call out charge of £15 per hour(inc VAT) is payable, to cover time and travel costs outside of office hours. Staff call outs are not guaranteed and are subject to the individual's availability. This is not a service that should be expected as part of any emergency call out.
<b>Variation of Contract (Tenant's Request)</b>	<b>£50 (inc. VAT) per agreed variation.</b> To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

**Change of Sharer (Tenant's Request)**

**£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.** To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

**Early Termination (Tenant's Request)**

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

## Permitted Payments During the Tenancy

During the tenancy the tenants will pay rent and contractual damages and defaults according to the terms agreed in the tenancy agreement. Tenants are also responsible for all utility bills payable to the provider, including Council Tax, water and sewerage charges, telephone and broadband, gas, electricity, television license, satellite and cable installations (subject to Landlords consent), any private parking and parking permits.

## Tenants Fee Information

**FOR ALL NON HOUSING ACT TENANCIES AND COMPANY LETS ON OR AFTER 1<sup>ST</sup> JUNE 2019**

Palace Gate Lettings charge a set of standard fees to all Tenants for tenancies that are not Assured Shorthold Tenancies (AST's)

### As a brief overview, our fees are as follows:

Holding Money equivalent to one weeks rent is payable to reserve a property once an offer is accepted. On successful completion of referencing and signing of the tenancy the Holding Money will go towards the first month's rent.

A charge of £150.00 (inc VAT) per person is payable once an offer has been accepted. This is for referencing, collating all information required and preparing the tenancy agreement.

If a guarantor is required a further charge of £36.00 (inc VAT) is payable for each guarantor required. Guarantors will be referenced and will be required to sign a guarantor agreement prior to any tenancy agreement commencing.

Please note that these fees, together with any holding monies (usually 1 weeks rent), are non-refundable should a tenant withdraw their offer and not proceed with the tenancy or if the tenant fails referencing due to materially significant false or misleading information, fails Right to Rent checks and fails to sign the tenancy agreement prior to the start of the tenancy. In the event of a landlord not proceeding with a tenancy for any other reason apart from the above, an administration charge of £30.00 (incVAT) per person will be retained from the initial holding and referencing and tenancy agreement monies paid.

Prior to moving in, tenants will be required to have paid the following monies unless otherwise agreed:

- First months' rent (less one weeks holding monies paid)
- Five weeks rent as a deposit
- Above referencing and administration fees per person

- Inventory check in costs

Please note that all the above monies must be in our account as cleared funds three working days prior to the move in date.

## Inventory

The tenants will be responsible for the inventory check in costs. This will vary according to the size of the property and if the property is furnished or unfurnished. A quote will be obtained and provided. The cost will be £80 to £250 subject to the property. The below are approximate charges.

- 1 bed £80 – £120
- 2 bed £100 – £140
- 3 bed £120 – £180
- 4 bed £140 – £220
- 5 bed + £160 – £260

Please note that inventories are usually carried out by independent inventory clerks.

## Late Rent

During the tenancy, tenants will be charged an administration fee of £24.00 (inc VAT) for each month that rent is late and where we are required to remind tenants and chase for rent

Landlords may also charge tenants interest at 3% above Bank of England Base Rate from date due for late rent payments and pass on any bank charges or costs incurred as a result of rent being received late in accordance with the tenancy agreement.

## Out of Office Hours

Where the actions of the tenant results in the agent (or nominated contractor) attending the property, the tenant will be responsible for the contractors invoice or the agent's time at a cost of £60.00 per hour. This includes tenants losing keys or stolen keys and being locked out of the property.

## Contractors Call Out Charges

Where a contractor is called and the reason for the call out and repair is due to the tenants, or invited guest of the tenants, fault or misuse, then the tenant will be responsible for the contractor's invoice. The same will apply where a tenant reports a fault and no fault is found or where the fault is as a result of the tenants misuse or actions.

## The Tenancy Agreement

Please note that tenants must carefully read the tenancy agreement and obtain advice if required in order to fully understand their full contractual obligations as specified in the tenancy agreement.

Where there are more than one tenant, all tenants are jointly and severally liable and therefore each individual is responsible for other tenant's actions in accordance with the tenancy agreement. If one tenant chooses to be released this can only happen with the landlord's consent. If approved, the individual tenant wishing to be released must pay £90.00 (inc VAT) for breaking the contract, a contribution towards end of tenancy professional cleaning of between £60 to £120 and pay for any

damages. The incoming replacement tenant will be subject to the above referencing and administration charges.

## End of Tenancy Charges

At the end of the tenancy you will be required to pay for professional cleaning of the property prior to the check out. This charge only applies where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy. The cost will vary according to the size of the property and specific quotes should be obtained. Please contact the office for details of our suggested cleaners prior to the end of the tenancy. As an approximate guide costs are as follows:

- 1 bed £180 to £240
- 2 bed £220 to £300
- 3 bed £300 to £400
- 4 bed £450 to £600
- 5 bed £550 to £700

At the end of the tenancy you will also be required where applicable to return the garden in a clean and tidy state. Where a gardener is required, charges are usually charged at £30.00 per hour per person.

Tenants will be liable for missing items, damage to the property, outstanding rent and landlord's costs together with all tenants' responsibilities in accordance with the terms of the Tenancy Agreement.

## Utilities and Other Tenant Costs

Tenants are responsible for all bills including Council Tax, water and sewerage charges, telephone and broadband, gas, electricity TV license and satellite TV, any private parking and parking permits.