

Charges effect - 1st February 2016

Agency Fee on start of a new tenancy contract

Room Let*	Minimum £150 or 1 week rent (whichever is greater)
Whole property*	Minimum £350 or 1 week rent (whichever is greater)

Agency fee (also sometime known as Admin fee) is charged for the following(s): 1. Producing the contract 2. Carrying out inventories 3. Conducting references and credit checks 4. Cleaning and preparing property/room prior to move in.

Admin fee for renewal or amendment of contracts




Room let Tenancy	£19.99
Whole property Tenancy	£29.99
Right to Rent (recheck) Express Global *	£15.00
Right to Rent (recheck) Ultimate Global**	£25.00

Express Global * For unemployed / DSS tenants

Ultimate Global** For students and employed tenants

Note: The recheck will **only** need to be done when the time-limited document (i.e. passport, ID card etc) expires or at 12 months, whichever is the latter.

Key charges (for lost, stolen or replacement keys)

 Cylinder key	£5
 Deadlock key	£10
 Fob Key	£15

Sales Fee*	1% plus VAT of the sale price
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(Applicable upon a successful sale of a property)