

FEES TO TENANTS



**THE
PARK LANE
GROUP**

BEFORE MOVE IN

Application Fee - £180.00 incl VAT per property (we DO NOT charge per tenant / adult occupant application)

This fee is non-refundable in the event of the applicant(s) deciding not to proceed with the letting application or false information is given or nondisclosure.

Referencing for all applicants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement. This fee also includes a home visit as part of the application process.

Additional Tenant Fee - NO CHARGE

Processing the application, associated paperwork and referencing.

Permitted Occupier Fee - NO CHARGE

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

Guarantor Fee - £120.00 incl VAT per guarantor (if required)

This fee is non-refundable in the event of the applicant(s) deciding not to proceed with the letting application or false information is given or nondisclosure.

It covers credit referencing and the preparation of a Deed of Guarantee as part of the Tenancy Agreement.

Inventory / Move In Fee - NO CHARGE – (incl in the Application Fee per property)

Preparing an inventory and providing this on a DVD, explaining how appliances function and taking meter readings for utilities and services.

Deposit Additions (if required, eg. pet deposit)

These will be charged accordingly from 0.5 to 1 month rent equivalent to cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of a tenancy.

DURING THE TENANCY

Amendment Fee - NO CHARGE

Contract negotiation, amending terms and updating your tenancy agreement during your tenancy.

Renewal Fee - £36.00 incl VAT (per tenancy renewal – we DO NOT charge per tenant)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

ENDING YOUR TENANCY

Move Out Fee - NO CHARGE

Attending the property to undertake a pre-vacation schedule of condition with summarised letter to tenant and at vacation undertaking an updated inventory based on the original inventory and negotiating the final account / repayment of the security deposit(s).

Future Landlord Referencing Fee - NO CHARGE

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

Advertising Fees & Re-Letting Costs - £60.00 incl VAT per week (early surrender only – not charged for standard vacation)

For the administration and advertising costs incurred in processing the Early Surrender Notice and sourcing replacement tenant(s).

OTHER FEES & CHARGES

Unpaid Rent / Returned Payments Charge - £60.00 incl VAT plus interest at 4% above Bank of England base rate

For the administration of late or non-payment of rent or related items. Fees charged for each returned or late payment and interest calculated on any balance outstanding from the date due until cleared in full.

Letter Charges - £36.00 incl VAT per letter / fax or email

For the administration and delivery costs of raising a letter to the tenant(s) or their solicitor / representative as required by the landlord or his solicitor / representative for any late or unpaid rent or other breach of the tenancy. Further legal fees and interest may apply as directed and in accordance with Government guidelines and fees.

Call Out Fee - £36.00 incl VAT

This charge is made per failed appointment if tenant(s) fails to provide access to the landlord / their representative or contractor in accordance with the Tenancy Agreement &/or the appointment requested by the tenant(s) or their representative was unwarranted or the issue did not fall under the landlord's obligations.

Out of Office Hours Contractor Charges - Charged at cost plus VAT

This fee only applies if deemed a non-emergency call out &/or the issue did not fall under the landlord's obligations. The charges may vary according to the Contractor engaged by the tenant. A list of contractors is provided at the start of the tenancy. Gas / Electric & Fire Alarm non-emergency charges are currently up to **£60.00 incl VAT for call out fee** and up to **£60.00 incl VAT per hour** for labour, plus any material costs incurred.

Replacement Keys, Lost Security Items &/or Lock Change - £60.00 incl VAT

For the replacement of the property keys &/or security items as supplied by the landlord if lost / damaged / altered or unusable due to actions or irresponsibility by the tenant(s), occupant(s) &/or their visitor(s). Please note an additional contractor charge may apply if a specialist locksmith is required.

Replacement Fire & Safety Equipment (Alarms etc) – Parts up to £36.00 incl VAT PLUS contractors Labour currently up to £42 incl standard VAT charges to fit as applicable.

For the replacement or repair of Fire & Safety equipment supplied by the landlord and either lost or damaged by the tenant(s), occupant(s) &/or their visitor(s).

Replacement Fire Blankets Fee - £24.00 incl VAT

For the replacement or repair of Fire Blanket(s) supplied by the landlord and either lost or damaged by the tenant(s), occupant(s) &/or their visitor(s).

Replacement Velux Window Pole - £60.00 incl VAT

For the replacement or repair of equipment supplied by the landlord and either lost or damaged by the tenant(s), occupant(s) &/or their visitor(s).

Professional Standard Cleaning – up to £16.80 incl VAT per hour (if required)

This charge is made dependent upon requirements at vacation to return the property to the same condition as at the start of the tenancy. The Professional Standard Cleaning Charge does not apply to specialist cleaning ie. carpet cleaning / oven cleaning etc which is charged on a cost basis incl standard VAT if required (fair wear and tear excepted).

Other charges (if required) – charged at cost incl standard VAT rates

These charges may apply in accordance with the Tenancy Agreement if deemed required during or at the end of the tenancy to indemnify the landlord &/or return the property to the same condition at the start of the tenancy (fair wear and tear excepted) and have not been compensated or carried out by the vacating tenant(s). Where applicable any costs will be deducted from the security deposit.



THE PARK LANE GROUP AS LANDLORDS & MANAGING AGENTS OF OUR OWN PROPERTIES ARE REGULATED AND ACCREDITED BY THE PROPERTY REDRESS SCHEME AND NATIONAL LANDLORDS ASSOCIATION AND ARE NOT REQUIRED TO HAVE CLIENT MONEY PROTECTION. IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES, PLEASE ASK A MEMBER OF STAFF

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