



THE  
PARK LANE GROUP

# TENANTS' FEES

## BEFORE MOVE-IN

### Application – **NO CHARGE**

Including 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. The Park Lane Group may also conduct a home visit as part of the application process.

### Addition of Tenants – **NO CHARGE**

Including administration and reference checks for subsequent additional tenants.

### Guarantors – **NO CHARGE**

Setting up guarantor(s) including credit referencing and the preparation of a Deed of Guarantee as part of the Tenancy Agreement.

### Inventory Preparation – **NO CHARGE**

To create and provide an inventory on DVD including information on appliances and meter readings for utilities and services.

## DURING TENANCY

### Novation of Contract – **£50.00** (VAT not applicable)

Including contract negotiation and updating a Tenancy Agreement.

### Renewals – **NO CHARGE**

Including contract negotiation, amending and updating terms and arranging a further Tenancy Agreement.

### Out of Hours Call-out Service – **NO CHARGE**

For the provision of an emergency maintenance / call-out service by The Park Lane Group out of normal office hours.

### Correspondence – **NO CHARGE**

For the administration and delivery costs associated with raising a letter to tenant(s) and/or their solicitor / representative, or The Park Lane Group's solicitor / representative, where required, for any late or unpaid rent or other breach of tenancy. Other legal fees and interest may apply as directed and in accordance with Government guidelines and fees.

### Damages – **Charges Apply**

Reasonable costs incurred by The Park Lane Group as a result of damage caused by tenant(s) will be recoverable as breach of contract. Evidence of the costs incurred will be supplied.

### Lost Keys Replacement – **Charges Apply**

Reasonable costs incurred for replacement keys will be charged plus associated time at £15 per hour.

### Additional Keys – **Charges Apply**

Reasonable costs incurred for the supply of additional keys will be charged.

### Unpaid Rent / Returned Payments – **Interest Charges Apply**

Interest at 3% above Bank of England base rate (VAT not applicable) will be payable if a rent payment is more than 14 days overdue from the date the payment fell due and for each day the payment remains outstanding until the date the payment is made in full.

## ENDING A TENANCY EARLY

### Moving Out – **Charges Apply**

Tenants are liable to pay rent until the fixed term expires or the property is re-let. Tenants will be liable for all reasonable costs incurred in marketing and referencing in association with re-letting of the property. The Park Lane Group has no obligation to re-let.



Park Lane Investment Properties Ltd hold client money protection for our landlord and tenant clients with **Client Money Protect** – [www.clientmoneyprotect.co.uk](http://www.clientmoneyprotect.co.uk) and independent consumer redress with **The Property Redress Scheme** – [www.theprs.co.uk](http://www.theprs.co.uk). The Park Lane Group, as Landlord and Managing Agent of our own properties, are also accredited members of **The National Landlords Association**. Further details can be found at [www.parklanegroup.net/accreditation](http://www.parklanegroup.net/accreditation)