



SURREYESTATES

Tenant Fees and Guide to Renting

Services	Total inc VAT	Total excl VAT
<p>RESERVATION FEE (Maximum of one weeks rent of the rent amount agreed)</p> <ul style="list-style-type: none"> • Fee to secure the property and remove from marketing <p>Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Rightto-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).</p>	<p>Example:</p> <p>£1500 Rent per month = £346.15 Holding Fee</p>	N/A
<p>SECURITY DEPOSIT (Rent under £50,000 per year)</p> <ul style="list-style-type: none"> • Maximum 5 weeks rent of the rental amount agreed <p>This covers damages or defaults on the part of the tenant during the tenancy</p>	<p>Example</p> <p>£1500 Rent = £1730.77</p>	N/A
<p>SECURITY DEPOSIT (Rent of £50,000 or over per year)</p> <ul style="list-style-type: none"> • Maximum 6 weeks rent of the rental amount agreed <p>This covers damages or defaults on the part of the tenant during the tenancy</p>	<p>Example</p> <p>£1500 Rent = £2075.92</p>	N/A
<p>DEPOSIT REPLACEMENT INSURANCE POLICY</p> <ul style="list-style-type: none"> • 30% of the agreed monthly rental 	<p>Example</p> <p>30% of £1500 Rent = £540</p>	<p>Example</p> <p>30% of £1500 = £450+VAT</p>
<p>COMPANY LET—Reservation Fee</p> <ul style="list-style-type: none"> • Fee to secure the property and remove from marketing 	£300	£250 + VAT
<p>INITIAL FEES—COMPANY LET</p> <ul style="list-style-type: none"> • Referencing Checks and Documentation • Preparation and Execution of Tenancy Agreement • Organising the inventory and Check In 	£300	£250+VAT
<p>CHANGE OF TENANT (when requested by the Tenant)</p> <ul style="list-style-type: none"> • Replacing a named tenant with another name if agreed with Landlord • Preparation & execution of amended documents • Referencing Documentation 	£50 per person	£41.67+VAT per person over 18 years old
<p>DEFAULT FEES including the below:</p> <ul style="list-style-type: none"> • Rent Arrears—Late payment of rent (see page 2) • Lost Keys or Security Devices (Key Cutting or replacement) See Page 2 	<p>3%</p> <p>Proof of Receipt</p>	<p>3%</p> <p>Proof of Receipt</p>
<p>EARLY TERMINATION OF THE TENANCY (when requested by the Tenant)</p> <ul style="list-style-type: none"> • Preparation & execution of the Deed of Surrender. 	£50	£41.67+VAT per person over 18 years old

RESERVATION FEE

When an offer has been made and accepted by the Landlord, we will ask for a reservation fee of a maximum of one weeks rent per property. This confirms your intent to rent the property and allows the property to be marked as Let online. This reservation fee is refundable to the Tenants within 15 calendar days of being received unless the below options haven't been adhered to:

- Tenant pulls out of the new let
- Fails the Right to Rent checks
- Gives the agent false or misleading statements
- When the agent/referencing company has chased the Tenants/previous landlord or employers for information and the Tenant or those names above have not responded in a reasonable time frame

If the Tenant would like the reservation fee deducted from the first months rent please tick below to confirm:

Deduct

Refund

If the Landlord withdraws from the tenancy, you will be refunded your reservation fee.

TWO DEPOSIT OPTIONS AVAILABLE:

SECURITY DEPOSIT—Option 1

Maximum of 5 weeks rent. This will be held by us in a stakeholder account and registered with the TDS (Tenancy Deposit Scheme for Regulated Agents). www.tds.gb.com

DEPOSIT REPLACEMENT INSURANCE SCHEME - Option 2

The Deposit Protection Scheme is an Insurance based scheme to provide Tenants to pay with lower funds equivalent to a traditional deposit of 1.5 x rent. Costs are based on 30% of the monthly rental amount agreed, example below:

Rent - £1500 per month—30% of £1500 is £450+VAT =

TOTAL PAYABLE FOR THE POLICY = £540.00

Please tick below which option :

Option 1

Traditional Security Deposit

Option 2

Deposit Replacement Scheme

EARLY TERMINATION FEE

Arranging and executing the Deed of Surrender when at your request and with the Landlords Agreement, you are released from your tenancy early. This will incur a charge of £50.00 inclusive of VAT.

CHANGE OF SHARER OR TENANT

When Tenant puts in writing to the agent that they require a change of sharer or Tenant. This will incur a charge of £50.00 inclusive of VAT.

DEFAULT FEES

- Lost Keys or Security devices — 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 and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there may be a charge of £10 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
- Rent Arrears—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.

PAYMENT OF RENT AND DEPOSITS

On the start date of the tenancy, you should have the initial monies ready to make a bank payment. This includes, one months rent in advance and the security deposit.

STAMP DUTY TAX ALLOWANCE

Tax is payable on tenancies where the rent exceeds £125,000 per annum. For further information please make contact direct with Her Majesty's Revenue and Customs (HMRC).

COMMISSION AND INTEREST

Any commission, interest or other income earned by Surrey Estates while carrying out their duties as agent for the letting and/or management of the property, for example by referrals to Lettings Hub Deposit scheme will be retained by Surrey Estates at either 25% depending on the rent per month.

Multi Award Winning Estate Agents

01483 478 827

lettings@surreyestates.com

www.surreyestates.com

Surrey Estates is the trading name of United Kingdom Lettings Limited.

Company Reg: 10623602. VAT Reg No. 280 9808 71. England & Wales.

Reg Address: 4 Heath Square, Boltro Road, Haywards Heath, West Sussex, RH16 1BL.



LETTINGS HUB—CONNECT UTILITY SERVICE

As your letting agent, we want to ensure change of tenancy information is supplied to the relevant providers so that utility bills are correctly directed to those responsible both at move in and move out.

As part of their Connect service, The Lettings Hub will contact you to discuss your legal rights and responsibilities in relation to utility services within your rental property and will request your consent to help you source the best value tariffs for selected energy, broadband and other media services before you move in. This advice and support will always be provided free on a no-obligation basis.

Your data will be handled in accordance with the relevant data protection legislation at all times and any data collected will only be used to allow us, The Lettings Hub and any subsequent service providers to meet your stated requirements. The Lettings Hub are committed to privacy for all clients and never sell on client data at any time. Furthermore, your information will only be used for the purposes as stated above. Please refer to The Lettings Hub’s Privacy Notice which sets out the basis on which they process any personal data. By processing, we mean when personal data is collected, used, stored, deleted and accessed.

The Lettings Hub’s Privacy Notice is available on their website, www.lettingshub.co.uk, or by contacting them by email on dataprotection@lettingshub.co.uk or 01733 396 016.

Salary Confirmation for referencing criteria:

Lead Tenant

£..... Per Annum

Second Tenant

£..... Per Annum

SIGNATURES

Please sign below to confirm you have read and understood the above and are happy to proceed with these terms.

Tenant : _____ Print Name: _____ Date: _____

Tenant : _____ Print Name: _____ Date: _____

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