

Summary of Tenant Lettings Terms and Conditions of Business, Fees and Expenses

As of November 2018



APPENDIX I

Charges for Services to Applicants & Tenants

Lettings Terms and Conditions of Business, Fees and Expenses

1. Before you move in:	Inc. VAT
1.1 Instruction fee (non-refundable)	£120.00
1.2 Preparing a long-let Tenancy Agreement	£120.00
1.3 Preparing a short-let Tenancy Agreement	£96.00
1.4 Tenancy alterations and additions post draft and prior to execution	£30.00
1.5 Reference fee per person, including guarantor(s) (non-refundable)	£36.00
1.6 Reference fee per Company tenant (non-refundable)	£120.00
1.7 Inventory alterations post move-in	£30.00
1.8 Cancellation of an agreed tenancy	£180.00
2. Renewing your tenancy	
2.1 Renewal Addendum	£72.00
2.2 Renewal Tenancy Agreement where changes to tenancy terms dictate	£96.00
2.3 Deposit registration on renewal	£18.00
3. At the end of the tenancy	
3.1 Arranging for Inventory and check-out (+ cost of inventory)	£30.00
3.2 Arranging for professional cleaning (+ cost of professional cleaning)	£30.00
3.3 Replacing missing items, for each missing item being sourced (+ cost of the item)	£24.00
3.4 Arranging the repositioning of Landlord's furniture, fixtures and fittings (+ cost of contractor)	£30.00
3.5 Arranging references for future landlords (per reference and per tenant)	£24.00
4. Other administration fees	
4.1 Terminating your tenancy early by replacing yourself or another member of your household (subject to Landlord's approval)	£96.00
4.2 Notice in writing (letter or email) for rent or fees arrears, per notice	£42.00
4.3 Not showing up or refusing access at an agreed upon appointment without cancelling 3 hours in advance (+ cost of contractors if any + transportation cost)	£96.00
4.4 Not surrendering possession of a property on the date given by a Court Order + Transportation costs	£144.00
4.5 Attending eviction by Bailiffs (+ transportation costs)	£180.00
4.6 Other Administrative tasks	£30.00
4.7 Paying rents and/or fees and/or charges by other means than Standing Order or bank transfer each time it occurs (+ bank cost incurred by Pouné AM)	£18.00
4.8 Asking Pouné AM to resolve a problem created by the tenant (blocked drains, lost keys...) + cost of contractor and repairs	£54.00

Signature:

Date: ___ / ___ / ____.

APPENDIX II

Examples of Tenant's Fees

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Depending on the terms of individual tenancy agreements, provisions for future costs (cleaning, and inventory costs for example) may be made payable at the beginning of the initial term.

Example #1	Working couple No guarantor, 18-month tenancy, rent of £600, 1-bed flat	£1,662 -750
	• Non-refundable instruction fee	120
	• Reference fee for co-tenant #1	36
	• Reference fee for co-tenant #2	36
	• Drafting tenancy agreement - Long-Let (2 nd half paid by Landlord)	120
	• Deposit (usually 5 weeks) – Refunded at end of tenancy ¹	750
	• First month rent	600
		↑
Example #2	Family with 3 children With guarantor, 18-month tenancy, rent of £1,200, 3-bed flat	£3,048 -1,500
	• Non-refundable instruction fee	120
	• Reference fee for co-tenant #1	36
	• Reference fee for co-tenant #2	36
	• Reference fee for guarantor	36
	• Drafting tenancy agreement - Long-Let (2 nd half paid by Landlord)	120
	• Deposit (usually 5 weeks) – Refunded at end of tenancy ¹	1,500
	• First month rent	1,200
		↑
Example #3	Single tenant, in House with Multiple Occupation (HMO) No guarantor, 6-month tenancy, rent of £434, room with en-suite	£1,186 -500
	• Non-refundable instruction fee	120
	• Reference fee for sole tenant	36
	• Drafting tenancy agreement - Short-Let (2 nd half paid by Landlord)	96
	• Deposit (usually 5 weeks) – Refunded at end of tenancy ¹	500
	• First month rent	434
		↑

¹ The exact amount of deposit depends on the terms of each individual tenancy. Funds may be withheld from the Deposit if the tenant is in breach of their tenancy agreement.

Signature:

Date: ___ / ___ / ____.