

ARLINGTON

RESIDENTIAL

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TENANT FEES SCHEDULE & LETTINGS GUIDE

(PRICES INCLUDE VAT)

We offer a free service to Tenants in finding a property to rent. Once we have found a home for you, you may be expected to pay the following:

Housing Act Tenants: AST Costs and Charges

Advance Holding Deposit

Equivalent to 1 week's rent (*applied to first rent*)

Security Deposit

- Tenancies up to the rental value of £50,000 per annum
- Tenancies over £50,000 rent per annum

Equivalent to 5 weeks' rent

Equivalent to 6 weeks' rent

Withdrawing from a tenancy

You may forfeit the holding deposit.

Default Charges

- Rent Arrears
- Lost keys/security devices, etc

3% above the Bank of England base rate (daily)

Up to £50 plus item cost

Variation of Tenancy Terms / Change of Sharer, etc

£50

Early Termination

£50 + Landlord's costs, fees, and charges

Pets

You may be expected to pay a higher rent if you have a pet.

Non-Housing Act Tenants Costs and Charges

Holding a Deposit

Equivalent to 1 week's rent

Security Deposit

- Without a pet
- With a pet

Equivalent to 6 weeks' rent

Equivalent to 8 weeks' rent

New Tenancy Agreement Fee, incl referencing for 1 tenant

£330

Additional reference fee for each additional tenant

£36

Guarantor reference fee

£36

Withdrawing from a tenancy

£330

Tenancy Renewal Agreement Fee

£150

Variation of Tenancy Terms / Change of Sharer, etc

£60

Early Termination

£120.00 + Landlord's costs, fees, charges

Inventory costs (Independent Inventory Company)

From £120-£1,080

Default Fees

- Rent Arrears / Returned Payments

£30 per letter/email/phone call requesting Payment plus

The interest of 3% above the Bank of England base rate

from due

date until payment is received.

- Lost keys/security devices, etc

Up to £50 plus item cost.

*Please Note: We will take a **Holding Deposit** from you to be held against our expenses in processing your application to rent through Arlington Residential. If you make an offer which you later withdraw, or which is aborted due to poor references or false information, then you may lose all or some of the Holding Deposit*

WWW.ARLINGTONRESIDENTIAL.COM

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Costs of renting a home

Costs to consider when renting a property:

- The amount of rent you will be paying.
- The cost of the bills you have to pay on top of the rent including utilities, telecommunications, water, etc.
- The deposit you will have to pay - usually the equivalent of between 5 to 8 weeks' rent.
- The letting agent's fees (Non-Housing Act Tenants)
- Inventory charges (Non-Housing Act Tenants)

The Offer

We will record the terms of your offer and present it to the Landlord.

Application Form & Holding Deposit

If your offer is agreed upon, you must complete our application form and pay one week's rent as a holding deposit. This is taken as a gesture of your intention to rent a property and is more fully explained in the application form. The Holding Deposit will be deducted from your first rent payment when you sign a tenancy agreement. If the tenancy does not go ahead, the money may be returned to you subject to any deductions outlined in the application form.

Tenancy Set Up Charges and Referencing Charges

Non-Housing Act Tenants must pay our Tenancy Agreement charge (£300). It covers drawing up the tenancy agreement and referencing for one person. Additional tenants and/or guarantors must pay £36 each to be referenced.

Identity Check

We must check your identity (and every person over 18 years who lives with you). Therefore, you must bring an **original** document **to our office in person** giving Proof of Identity (e.g. valid passport, driving license, or national ID card) before the start of a tenancy

Right to Rent (every person over the age of 18)

- In addition to confirming your identity, you must legally prove that you are allowed to live in the UK.
- If you have a Non-UK biometric passport you must contact The Home Office (<https://www.gov.uk/prove-right-to-rent>) and request a share code, which you must give to us so that we can check your status;
- If not, you must provide a current passport or other 'travel document' endorsed to show that the holder is allowed to stay in the UK for a time-limited period.
- This must be done within 28 days before you take up the occupation. You will not be allowed to move into your property until we are satisfied that our checks are in order.

NOTE: Repeat checks on your Right to Rent will be required if there's a time limit on your right to stay in the UK.

Referencing

A third-party referencing company will email you an online application form which you should complete within 24 hours. The company will process your application by obtaining employment, landlord, and character references, as well as a credit check. Your references will be sent over to the landlord for approval.

Draft Tenancy Agreement

We will send a draft tenancy agreement for you to review along with a confirmation of the offer letter which will give you the opportunity to let us know if anything in the offer has been missed.

The Rent and Deposit

The rent for the first period and a security deposit (less the 1 week Holding Deposit) will need to be paid once the tenancy agreement is signed. We hold the deposit as a stakeholder which means that we are not able to release the deposit at the end of the tenancy until we have written confirmation from both you and the Landlord to do so. If the tenancy agreement is a Housing Act Tenancy (AST) the money will be registered with the government-backed Tenancy Deposit Scheme (TDS). For your assurance, our Client Money Protection is provided by Property Mark; you can therefore be confident that your deposit will be returned as long as the rent is paid and there is no claim by the landlord for damages or dilapidations to the property for which you are responsible.

Inventory, Check In, and Check Out

You will be expected to attend the check-in of the inventory at the start of your tenancy. The landlord will pay for this. Non-Housing Act tenants may also be expected to pay for the inventory to be checked at the end of your tenancy. This cost varies but typically costs are between £120 for a small, unfurnished property up to around £1,000 for a fully furnished large home. The inventory clerk is an independent specialist.

Moving In

You must let the local council, and utilities & telecommunications companies know that you are now responsible for the bills. We recommend you ensure your possessions, as the landlord's responsibility is to ensure only the property itself.

Client Money Protection provided by Propertymark www.propertymark.co.uk

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