

## Tenant Fees

Fees that will apply before, during and at the end of your tenancy are listed below. If you have any questions, please speak to a member of staff.

### Pre-Tenancy Fees

#### Holding Deposit

Once you have located a property, we will require one week's rent as a holding deposit to secure the property by removing it from the market. This deposit will be deductible from the balance of the security deposit when that is paid. It is only refundable if on our part or the landlords part, the tenancy cannot proceed.

#### Administration Fees

An administration fee of **£200** to cover tenancy negotiations, drawing up contracts, applying for reference checks, obtaining and processing references on the applicant's behalf to be enabled to be considered for renting. This fee is non refundable once references have been applied for.

#### Referencing Fees

A referencing fee of **£50** per person will be charged to each individual Tenant, Occupier and Guarantor. This fee is non refundable once references have been applied for. Once satisfactory referencing is completed, these references may be passed to our client so that they can make a decision on granting a tenancy. Before the tenancy can proceed you need to provide us with a photo ID in the form of a passport or EU driving licence.

#### Security Deposit

A deposit equivalent to **six weeks** rent must be paid in cleared funds before you sign the tenancy agreement. Where applicable, Salcedo & Company will secure the deposit monies with a deposit protection scheme on the landlords behalf. All deposit deductions must be agreed in writing by both landlord and tenant upon the termination of the tenancy. The tenancy agreement entered into is between the landlord and the tenant and, therefore, the tenant cannot hold Salcedo & Company liable for any deductions made from the deposit which may fall into dispute.

### Fees during the Tenancy

#### Change of Occupant

If you wish to change the named tenants, this will require permission from the Landlord and drawing up of a new tenancy agreement. There will be a charge for this service of **£100**. Referencing fees will also apply per new tenant/guarantor.

#### Renewal of Tenancy

If you wish to extend your tenancy, please contact us in advance. If the tenancy is renewed, there is a charge of **£65**. This charge is applicable for each and every renewal of a Tenancy.

#### Written Rental Demand

An administration fee of **£30** will be charged for each letter sent by Salcedo & Company regarding late or non-payment of rent.

#### Failure to keep appointment

If, during your tenancy, we have to re-arrange an appointment for the purposes of periodic inspection or maintenance due to your failure to keep the appointment, there will be a charge of **£45**. This charge will also apply should it be necessary to re-arrange your check-out inspection.

### Post-Tenancy Fees

#### Early Termination of Tenancy

Should you wish to terminate your tenancy before the end of the term and you are not exercising a break clause contained in your Tenancy Agreement, you will **remain liable** for rent until the expiry of a break clause or a new tenancy has begun thus releasing you from your tenancy obligations. In such cases, you will be responsible for the repayment of the pro-rata commission paid in advance by the landlord for the unexpired portion of the tenancy, deposit registration fee (**£45**), **check in** and **inventory fee** and potentially the difference in rent if the new tenancy is agreed at a lower rental value than your tenancy.

#### Inventory Check-Out

Inspection under your Tenancy Agreement, the tenant will be liable for the cost of the Check-Out inspection (the landlord is responsible for the charges for the inventory and check in inspection). We advise you to make yourself available for the check-in and check-out. Where Salcedo & Company organise an end of tenancy inventory check-out, a fee of **£150** will be charged. Where a landlord organises this inspection independently of Salcedo & Company, the charge may vary.

#### Professional Cleaning (if required)

Costs vary depending on number of bedrooms and will be deducted from the Security Deposit. Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

If any charges remain outstanding by the end of the tenancy, Salcedo & Company will deduct the amount due from your tenancy deposit at the termination of your tenancy.

We are members of The Property Ombudsman and abide by The Property Ombudsman Code of Practice.

Salcedo & Company reserves the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.

Date: 1st July 2017