

## Tenancy Application Fees Information

All Letting, estate agents and landlords are required to comply with The Consumer Rights ACT 2015 to display the tenancy application fees that are payable.

The asking rent of a rental property does not include letting agency fees; The Home Rental Company will apply the following fees.

Once you are offered a property it is subject to our client's approval, credit checks and full referencing.

Please note: For company and commercial lets, corporate fees and terms apply.

### **Tenancy Application Fee per property; £95.00 plus VAT; £114.00 including VAT**

Informing the landlord of an offer to rent the property from the tenant(s),  
Negotiation of terms of tenancy between tenant and landlord,  
Identity, immigration and visa confirmation,  
Confirming your offer to rent the property in writing  
Drafting and creation of a legally binding tenancy agreement

### **Tenant referencing Fee for each Adult; £30.00 plus VAT; £36.00 including VAT**

Processing the application, associated paperwork and referencing,  
Obtaining reference from current or previous employers/ landlords and any other relevant information to assess affordability)  
Financial checks credits

### **Guarantor Fee; £60.00 plus Vat; £72.00 including VAT (if required)**

Depending on your circumstances and the property you select the following fees may apply  
Negotiation of terms of tenancy between tenant and Guarantor.  
Preparing a legally binding Deed of Guarantee as part of the Tenancy Agreement with a Guarantor.

### **Additional occupant /permitted occupant fee agreement; £30.00 plus Vat; £36.00 including VAT**

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and the landlord as well as the provision of documentary and guidance and assistance during the tenancy.  
Contact negotiation, amending terms by drafting an Addendum and updating your tenancy agreement.

### **Pet deposit;**

To cover the added risk of damage to the property. This will be protected with your security deposit in a Government –authorised scheme and may be returned at the end of the tenancy

### **Amendment or Addendum Fee; £30.00 plus VAT; £36.00 including VAT per document (if required)**

Negotiation of terms of the amendment between tenant and landlord,  
Amending terms and updating your tenancy agreement,

### **Deed of Assignment Fee; £75.00 plus VAT; £90.00 plus VAT per applicant;**

Negotiation of terms of the Deed of Assignment with the Tenant and Landlord Drawing up a Drawing up a Deed of Assignment,  
Confirming affordability.  
Financial checks credits  
Information to assess affordability,  
Obtaining reference from current or previous employers/ landlords and any other relevant,  
Identity, immigration and visa confirmation,

**Renewal of tenancy; £60.00 plus VAT; £72.00 including VAT, per tenancy;**

Negotiation of terms of tenancy between tenant and landlord

Drafting and creation of a legally binding tenancy agreement

**An administration fee; £25.00 plus VAT; £30.00 including VAT**

You will be charged for each letter sent by The Home Rental Company regarding late or non-payment of rent or administration charges, this is to compensate the Agent for the losses of the extra administration.

**Late payment of rent letter; £25.00 plus VAT; £30.00 including VAT, per letter;**

You will be charged for each letter sent by The Home Rental Company regarding late or non-payment of rent or administration charges to you, a copy of the late letter will be sent to Guarantor if a Guarantor is in place.

**Missed appointments; £40.00 plus VAT; £48.00 including VAT per missed appointment;**

Missed appointments of property inspections or missed contractor's appointment. The charge is to compensate the Agent for the losses for the extra administration. The cost of the contractor's call our charge may be added to the miss appointment charge.

**Check out Fee; of tenants from a managed properties; £48.00) plus VAT; £57.60 including VAT;**

The Home Rental Company Limited will be instructed by the landlord as to what arrangements are to be made for the inventory and check-in, unless agreed otherwise, the landlords will be responsible for the cost of the inventory and check-in and the tenants will be liable for the cost of the check-out (and any missed appointments). We advise you to make yourself available for the check-in and check-out.

**Reference fee;** A reference may be requested by a tenant at any time. The administration fee for this service is **£25.00 plus VAT; £30.00 including VAT** and is payable upon request.

**Deposit**

The deposit is equivalent to one month's rent and must be received by cleared funds 3 working days before you sign the tenancy agreement, The Home Rental Company Limited will register the deposit monies with a deposit protection scheme on the landlord's behalf if The Home Rental Company is managing the property. If the landlord is self-managing we may register the deposit monies with a deposit protection scheme on the landlord's behalf or we will forward the deposit on to your landlord to register the deposit monies with a deposit protection scheme and your landlord is required to serve the pre-scribed information for the deposit protection scheme your money is held in.

All deposit deductions must be agreed by both the Landlord and tenant upon the termination of the tenancy. The tenancy agreement entered into is between the landlord and the tenant, therefore the tenant cannot hold The Home Rental Company Limited liable for any deductions made from the deposit which many fall in to dispute

The Home Rental Company Limited excludes liability in relation to loss caused by the insolvency of a financial institution which holds deposits in its contracts with landlords and tenants.

### Pet deposit;

To cover the added risk of damage to the property by a pet. This will be protected with your security deposit in a Government –authorised scheme and may be returned at the end of the tenancy.

The Home Rental Company Limited will register the deposit monies with a deposit protection scheme on the landlord's behalf if The Home Rental Company is managing the property.

If the landlord is self-managing we will forward the deposit on to your landlord to register the deposit monies with a deposit protection scheme and your landlord is required to serve the pre-scribed information for the deposit protection scheme your money is held in or The Home Rental Company may register your deposit on the landlords behalf transferring your deposit to your landlord.

### Payment of Rent

The first instalment of rent must be paid in cleared funds before the start of the tenancy start date. Thereafter rent is payable by Standing Order (unless agreed otherwise) to arrive on the due date as stated in the Tenancy Agreement. This means that the standing Order must be set up so that the funds leave your account three days before the rent is due. The full rent must be paid by a single Standing Order; we are unable to accept multiple Standing Orders

### References/identification

We will take up references based on the details that you have supplied to us. These references will be passed to our client so that they can make a decision on granting a tenancy to you. You are responsible for any administration charges levied by your own bank in relation to obtaining a reference.

### Management of the property

At the start of the tenancy we will advise you who is responsible for managing the property. This is not always The Home Rental Company Limited. Where we are not managing the property we cannot authorise any repairs or maintenance or guarantee the speed at which repairs will be carried out. Where we are managing the property, we may have to obtain the landlord's consent before proceeding with a repair. Where we manage a property and hold keys, we can usually provide access to a contractors (with your permission). However, where we do not hold keys or the contractor is not willing to collect keys, it is your responsibility to provide access.

### Insurance

It is your responsibility to insure your own belongings throughout the tenancy.

### Utilities

You will be responsible for the payment of telephone, gas, water and electricity accounts at the property during your tenancy, as well as the council tax. It is your responsibility to notify the relevant companies and the local authority that you are moving into/out of the property. You are also responsible for ensuring that a valid television licence remains in place for the duration of the tenancy. Utility companies will also always require the occupant to provide access for any visit.

#### Taxation;

If you pay rent directly to your landlord and your landlord is living overseas, you will be responsible for applying the provisions of the HM Revenue and Customers Non-Resident landlord's scheme for taxing UK rental income. These provisions do not apply where you are paying the rent to The Home Rental Company Limited.

#### Telephone;

If a telephone line is provided at the property, it is your responsibility to open an account with the phone company if one is required. You will be liable for the cost of any calls and the line rental for the period of your tenancy.

#### Anti-money Laundering Regulations;

The Home Rental Company Limited is subject to the Money Laundering Regulations 2007. As a result we will need to ask you for suitable identification and will be unable to proceed with any work on your behalf if we are unable to obtain this from you.

#### Check in/check out

The Home Rental Company Limited will be instructed by the landlord as to what arrangements are to be made for the inventory and check-in, unless agreed otherwise, the landlords will be responsible for the cost of the inventory and check-in and the tenants will be liable for the cost of the check-out (and any missed appointments). We advise you to make yourself available for the check-in and check -out.

#### Complaints procedure;

The Home Rental Company has a complaints procedure please ask for a copy in the lettings branch, if you remind dissatisfied you may be able to refer the matter to The Property Ombudsman (TPO) within six months for a review. For the avoidance of doubt, TPO will only review complaints made by consumers.

**VAT;** All charges levied by The Home Rental Company are subject to VAT at the prevailing rate of 20%.