



Standard Fees and Terms for Tenants

Holding Deposit

When the prospective Tenant, Landlord and Roland Legg Property Consultants agree a tenancy, a Subject To Contract Letter will be emailed. Upon receipt the Tenant will be required to pay for a Holding Deposit which will be held by Roland Legg Property Consultants. This deposit is non-refundable under any circumstances unless the Landlord changes their mind (except where the prospective Tenant has failed to meet the agreed terms stated in the Subject to Contract letter).

The amount of the Holding Deposit will be the sum of the Administration Fee, Referencing Fees and also the Inventory Fee.

Administration fees

An administration fee of £240.00 inc VAT will be payable for the drawing up of a legally binding tenancy agreement.

References/identification

A referencing fee of £60.00 inc VAT will be payable for each person moving in and above the age of 18. The same charge will be made for each Guarantor if required.

We will take up references based on the details that you have supplied to us. 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 will need to provide us with a photo ID in the form of a passport or EU driving licence as well as 3 months most recent bank statements.

Inventory

Where the Landlord wishes for a professional Inventory to be carried out, you will be responsible for its cost. Roland Legg Property Consultants will arrange for a professional Inventory Clerk to produce the document and you will be provided with a copy. The Inventory will form part of the basis of Check in and also Check out.

Typical costs are

1 bedroom property	£75.00 No VAT
2 bedroom property	£85.00 No VAT
3 bedroom property	£100.00 No VAT
4 bedroom property	£125.00 No VAT
5 + bedroom property	£150.00 No VAT

These fees may be subject to change

Deposit

A deposit equivalent to One and a half months' must be paid in cleared funds when you sign the tenancy agreement. This could be higher by agreement for instance if you have pets. Where applicable Roland Legg Property Consultants will register the deposit monies with The Deposit Protection Service scheme on the landlord's behalf. Roland Legg Property Consultants excludes liability in relation to loss caused by the insolvency of a financial institution which holds deposits in its contracts with landlords and tenants.

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 Roland Legg Property Consultants for any deductions made from the deposit which may fall into dispute.

Payment of rent

The first instalment of rent must be paid in cleared funds when you sign the tenancy agreement. 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.

Additional Fees potentially chargeable and Terms

Should you wish to terminate your tenancy before the end of the term and the landlord agrees that you can terminate early, 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, unless you are exercising a break clause which is contained in your tenancy agreement.

It is your obligation to obtain written consent from the landlord or us as the acting agent for the landlord for any change in the identity of the tenants. Upon receipt of this consent Roland Legg Property Consultants will draw up a tenancy agreement for signature by all parties. An administration fee of £100.00 plus VAT will be charged for this service.

An administration fee of £30.00 inc VAT will be charged for any correspondence sent by Roland Legg Property Consultants regarding late or non-payment of rent.

If any charges remain outstanding at the end of the tenancy, Roland Legg Property Consultants will deduct the amount due from the deposit.

Check-in and check-out

Roland Legg Property Consultants will be instructed by the landlord as to what arrangements are to be made for the inventory.

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 Roland Legg Property Consultants. 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 approved Roland Legg Property Consultants' 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 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. Utility companies will also always require the occupant to provide access for any visit.

Taxation

If you pay rent directly to your landlord's bank account and your landlord is resident overseas, you will be responsible for applying the provisions of the HM Revenue and Customs Non-Resident Landlords scheme for taxing UK rental income and should ask us for advice on this. These provisions do not apply where you are paying your rent to Roland Legg Property Consultants.

Anti-Money Laundering Regulations

Roland Legg Property Consultants 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.

VAT

All charges levied by Roland Legg Property Consultants are subject to VAT at the prevailing rate of 20%.

Amendments

Roland Legg Property Consultants reserves the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.