

# Tenants Fees

All charges include VAT at the prevailing rate of 20%, but are subject to change should the VAT rate increase. We reserve the right to amend our fees if we give you reasonable prior notice.

## Offer stage

You should allow for the following payments when making an offer to rent a property with us:

Preparation of tenancy agreement (when using a home2u agreement, this may vary if a landlord uses their own agreement)	£100 per tenancy
Referencing - individual applicant or guarantor (including 'Right to Rent' check)	£60 per person
Referencing - company tenant or guarantor	£65 per application
Credit Check -	£40 per person
'Right to Rent' check - additional adult occupant	£6 per person
Inventory check-in ( Paid by Landlord)	£0 per tenancy
Inventory Check-out Studio	£70
Inventory check-out one bed	£80
Inventory check-out two bed	£90
Inventory check-out three bed	£100
Inventory check-out four bed ( £10 will be added to extra rooms)	£110
Holding deposit (typically)	£300.00

All offers are subject to contract and the holding deposit will be held against our expenses in processing your application. Please be aware that 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 above.

\*If your offer is accepted then this amount will be set off against the initial rental payment, so you are not making this payment twice.

## References and Right to Rent

All applicant references are undertaken by an independent specialist referencing company. You will be asked to complete their online application form.

You will need to provide us with proof of your right to rent a property in England, in line with the Immigration Acts 2014 and 2016 and to prove your current address (such as an original bank statement, credit card, utility bill, council tax demand, etc. dated within the last 3 months). We will take a photocopy and return the originals to you. We cannot accept photocopies, faxes or scanned copies from you.

## Offer accepted stage

If your offer is accepted, then before the tenancy starts you will need to make the following payments to us by cleared funds, which are usually:

Rent in advance	1 x month's rent
Security deposit	6 x week's rent

However, this may vary depending on the individual landlord's instructions and requirements. Further rent will be taken by direct debit from one nominated UK bank account. All deposits held by us for assured short hold tenancies will be protected by My deposit protection service ([mydeposits.co.uk](http://mydeposits.co.uk))

## Renewal Charge

Preparation of renewal tenancy agreement for six months	£75 per tenancy
Preparation of renewal tenancy agreement for one year	£125 Per tenancy
Further Right to Rent ID verification (if necessary)	£6 per adult occupant

## Additional Charges

- Reference

If you require a reference for a tenancy or mortgage, etc.	Free
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- Amendments or changes to the tenancy terms

Should you wish to make any changes or amendments to the terms of the agreement once the tenancy has started then, dependent upon your landlord agreeing, we will draw up an addendum to the agreement.

Amendments	£120
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\*Paid by the party requesting the amendment, but may be shared between both parties, if agreed so.

- **Early release**

If, for any reason, you request your landlord to agree to end the tenancy earlier than the end date set out in the tenancy agreement (or in line with any break clause included in the tenancy agreement) then the landlord does not have to agree to this. However should your landlord agree, then they can ask you to reimburse them for any financial loss they might suffer as a result. This may include:

The equivalent of the letting fee already paid by your landlord to us from the date you wish to end the tenancy until the date you could contractually end the tenancy (calculated as a daily rate)	Variable
The landlord's cost of the preparation of a new agreement	£210
The cost of an inventory check-out	£130

- **Change of sharer**

Your landlord does not have to agree to you changing any of the named tenants during the tenancy term. However they may agree to do so subject to you reimbursing them for any financial loss they might suffer as a result of ending one tenancy early and creating a new tenancy. This may include:

The cost of the preparation of a new agreement	£100
The cost of an inventory check-out	Variable (depends on how many rooms)
Referencing proposed new tenant(s)/guarantor(s)	£60 per person
Re-referencing current tenant(s)/guarantor(s) (at landlord's request)	£65 per person
Further Right to Rent ID verification (if necessary)	£6 per adult occupant
Inventory check-in	£100
Tenancy deposit protection administration charge	£40

- **Income Tax**

Generally you will pay the rent to home2u by direct debit, to be credited to your landlord's account. However if you pay rent directly to your landlord and he/she is resident outside the UK for more than six months of the year, then you will be responsible for deducting income tax from your rent (at basic rate) and accounting for this to HM Revenue and Customs on a quarterly basis, unless HMRC confirm to you direct and in writing that you do not need to do this.

\*home2u are members of the property ombudsman scheme (<https://www.tpos.co.uk/>), NALS (National Approved Letting Scheme (<http://www.nalscheme.co.uk/>)) & Client Money Protection Scheme.