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CLIENT MONEY PROTECTION  
(CMP) PROVIDED BY: **ARLA**



INDEPENDENT REDRESS  
PROVIDED BY: **TPOs**



# FEES TO: TENANTS

[www.ktresidential.co.uk](http://www.ktresidential.co.uk)

## BEFORE YOU MOVE IN:

Set up / administration fee (tenant's share) £150.00 (inc VAT) per tenant  
Referencing administration fee per tenant (including up to 2 guarantors if required) (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement

Additional Tenant Fee £150.00 (inc VAT) per tenant  
Processing the application, associated paperwork and referencing for replacement / additional tenants.

Guarantor Fee £65.00 (inc VAT) per additional guarantor (if required)  
Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement

Permitted Occupier Fee £25.00 (inc VAT) per permitted occupier  
Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy

Accompanied Check-in Fee FREE (inc VAT)  
Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services

Pet Deposit Returnable additional Security Deposit of £1,000.00  
To cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy

## DURING YOUR TENANCY:

Amendment Fee £25.00 (inc VAT)  
Contract negotiation, amending terms and updating your tenancy agreement during your tenancy, if at the request of the tenant with landlord approval. If at the request of the landlord there is no charge. Excludes early terminations and tenancy assignments (dependent on circumstances - please inquire)

Renewal Fee (tenant's share) FREE (inc VAT)  
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

## ENDING YOUR TENANCY:

Accompanied Check out Fee (tenant's share) FREE (inc VAT)  
Attending a check-out appointment to meet Tenants and grant access to an Inventory clerk, negotiating and arrange for the return of deposit funds where applicable.

Future Landlord Reference Fee FREE (inc VAT) per reference request  
Collating information and preparing a reference for a future landlord or letting agent

## OTHER FEES AND CHARGES:

Lost Security Items £50.00 (inc VAT) plus item cost  
Obtaining necessary permissions, sourcing providers and travel costs

Out of Hours Services £35.00 per hour (inc VAT) plus any actual costs incurred  
Where actions of the tenant results in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate

Unpaid Rent / Returned Payments Interest at 4% above Bank of England Base Rate from date due plus £25.00 inc VAT per notification.

Professional Cleaning (if required) £800.00 maximum (dependant on property size and amenities - please inquire)  
To be deducted from the Security Deposit at the end of the Tenancy. Only charged where professional cleaning is necessary to return the property to (a minimum of) the same condition as at the start of the Tenancy provided professionally cleaned at the tenancy commencement then a professional clean is required at the end of the tenancy and the cost of this is to be covered by the tenant(s) if this is arranged by KT Residential we will pass on the cost and will provide the contractor's invoice upon request as evidence of costs incurred.

IF YOU HAVE ANY QUESTIONS REGARDING OUR FEES, PLEASE ASK A MEMBER OF STAFF

#LOOKFORTHELOGO  
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