

Tenant Fees

To ensure the highest standards of service and adherence to professional codes of practice, Lauristons are proud members of:

- Association of Residential Letting Agents (ARLA)
- National Federation of Property Professionals (NFOPP) Client Money Protection Scheme
- The Property Ombudsman (TPOS) government approved redress scheme

What fees can I expect to pay if I rent a property with Lauristons?

When you have agreed on the property of your choice, Lauristons will provide you with a Holding Deposit Receipt Form. This helps explain not only the next stages of your application, but any fee which is due before you sign your Tenancy Agreement. This will also include confirmation of the agreed rent and the security deposit. Lauristons will also provide you with a copy of our Tenants Terms of Business which details fees which may become payable during and after the tenancy.

Below is a list of our current fee scales. This list is a guide only as many vary depending on the size of the property. At any time you are interested in a property, please ask a member of staff for a full breakdown of fees that may be payable before, during and after a tenancy.

All fees shown are including VAT at 20% unless stated otherwise

Fees 'BEFORE' moving in

Holding Deposit (deducted from the 1st month's rent)	£1,000 per tenancy (£500 payable on offer and £500 payable on acceptance of offer)
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Please note that all Holding Deposits will be subject to a £5 administration fee, which will not be deducted from the initial rent.

Fees 'FOR' moving in

Administration Fee	£420 per tenancy
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The administration fee will cover the compilation of the tenancy agreement which will be issued online for digital signing, right to rent checks, protecting your security deposit and the progression and facilitation of your move in by a dedicated lettings progressor.

Tenant Referencing	£84 per applicant
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Additional fees which may become payable to some applicants...

Guarantor Referencing	£84 per guarantor
Amendments & Special Tenancy Conditions	£45 per amendment
Express Move In Fee (if move in is required less than 5 working days from reservation)	£132 per tenancy

Fees 'AFTER' moving in which may be applicable to some applicants

Renewal Fee	£60 per renewal
Amendments, Addendums, Disclaimers & Special Tenancy Conditions	£45 per amendment
Copy Documents Fee & Misc letter for Tenant breach	£36 per document if already provided
Rent Arrears	£36 per 7 day letter plus interest on overdue rent at 4% above the Bank of England base rate plus any associated legal costs
End of Tenancy Cleaning	£225 to £460 per tenancy (depending on property size)
Inventory Check Out	£156 to £252 per tenancy (depending on property size)
End of Tenancy Reference Request Fee	£60 per request
Tenant Changeover Fee	£414 per changeover
Contractor Cancellation Fee	£60 per event
Key Replacement Fee	£27 plus the cost of the keys per replacement
Mid tenancy inspection requested by Tenant	£72 per visit
End of Tenancy Inspection to assess damage or missing items after check out	£72 per visit

What is a Holding Deposit and when do I pay it?

A Holding Deposit is paid to demonstrate your commitment to your offer and the proposed tenancy. £500 is payable at the point the offer is made, and a further £500 when your offer is accepted. If your offer is rejected by the Landlord the first £500 will be immediately refunded to you. Once the £1,000 is held after your offer has been accepted, the property will be held in your name from the date of receipt, and will continue to be whilst pre tenancy administration is conducted. No other tenancy applications will be accepted while the property is being held for you.

If you withdraw from the proposed tenancy after any part of this holding deposit is received, the monies will be forfeited in full.

If you laterally amend any part of your offer detailed in the Holding Deposit Receipt Form, that proves not to be acceptable to the Landlord, the monies will be forfeited in full.

If you fail referencing the monies will be forfeited in full.

If the Landlord withdraws from the proposed tenancy for any reason at any time, the funds will be returned to you in full less the cost of the administration fee and tenant referencing.

What is the tenancy administration and tenant referencing fee?

Uniquely Lauristons have established a Lettings Progression Department, whose sole function is to co-ordinate the let once it has been agreed subject to contract with the Landlord. The department pro-actively prepares the tenancy in accordance with current legislation, whilst communicating with the Landlord and Tenants, every step of the way.

The administration fee will cover the compilation of the tenancy agreement which will be issued online for digital signing, right to rent checks, protecting your security deposit and the progression and facilitation of your move in by a dedicated case handler in our Lettings Progression Department.

The referencing fee will cover checking your credit status, employment history, current or past landlords, and taking into account any other information to help assess the affordability of your tenancy application.

When do I pay the tenancy administration fee?

The fee will become payable from the total balance of initial monies required and received prior to the tenancy commencing. The initial monies consist of a 6 week Security Deposit, the first month's rent, referencing costs and the tenancy administration fee. If you withdraw from the proposed tenancy, the administration fee will be deducted from the Holding Deposit.

What other fees may be payable before I can move into the property of my choice?

Guarantor Referencing

Depending on the outcome from your application from the referencing company, your earnings or overall financial position may require you to provide a guarantor. This is not uncommon, and means you have someone on your behalf that undergoes referencing to ensure they have sufficient earnings to cover the overall rent commitments in the event that you, as the tenant, are unable to pay your rent. This fee is payable in respect of each guarantor to cover referencing costs and providing a Guarantor Agreement as part of the Tenancy Agreement, which details their obligations as a guarantor.

Amendments & Special Tenancy Conditions

If you need a guarantor or the Landlord agrees that you can keep pets at the property for example, the standard tenancy agreement will need special conditions and amendments made for which this fee will be charged. This fee will also be charged if you wish to change the agreed terms of the tenancy as the paperwork will need to be changed and produced again.

Express Move In Fee

This fee applies if you request a move-in less than 5 working days after the second £500 Holding Deposit payment is received as it will become a priority above other applications going through which will be delayed.

During and after the tenancy, we offer additional services where fees may apply:

Renewal fee

This is the cost of preparing a new Tenancy Agreement and negotiating with your Landlord for a further period. Renewing your tenancy, if agreed by your Landlord, gives an assurance of staying in the property for a further period, and avoids the uncertainty of a Landlord serving notice at any given time.

Amendments, Addendums, Disclaimers & Special Tenancy Conditions

This may be applicable if a change to the tenancy agreement is required by way of an amendment, addendum, additional disclaimer or special condition. This may be due to a request from you, or due to your personal circumstances which requires additional support in the contractual documentation.

Copy Document Fee & Miscellaneous Letter Fee for Tenant Breach

If you require copy documents of the ones already provided to you, a fee is payable. In the event Lauristons need to write to you to warn you of a breach of the tenancy agreement by you, likewise a fee is due.

Rent Arrears

This fee is to cover the charges and administration cost when a rent payment is late and the rent cannot be processed and letters need to be sent. Standing orders are out of our control so it is essential that you check with your bank well in advance of the rent due date that the standing order is in place and that funds are available to pay the rent. You must also cancel the standing order directly with your bank at the end of the tenancy after the final rent payment has been made as we are unable to do this. This fee is due every time a rent payment is 7 days overdue, or multiples of 7 days overdue.

Early Termination Fee

If you request an early termination of the contract outside what has been contractually agreed and the Landlord agrees for the property to be remarketed in order to find suitable replacement tenants then you have to pay the costs associated with this request including any fees incurred by the Landlord including the agents fees for administration and for the remaining term of the tenancy. In addition you will also remain liable for the property and the rent until the commencement of the new contract with the replacement tenant.

Inventory Check Out

Lauristons produces an inventory/check in for the property at the cost of the Landlord via an independent inventory clerk prior to the commencement of the tenancy. You will be liable for a check out fee when the independent inventory clerk carries out their inspection at the end of the tenancy. The checkout report forms an essential part of the procedure in the release of your security deposit.

End of Tenancy Reference Request Fee

If you wish to leave the property you are renting and apply through a different letting agent they will want Lauristons to provide you with a written reference on how the tenancy was conducted. This fee is to produce and send this.

Tenant Changeover Fee

If one of the tenants wishes to leave the property you are renting mid tenancy, and replace themselves with a new tenant, then our Lettings Progression Department has to conduct most of the pre-tenancy administration again, organising the release and registration of deposits, issuing new tenancy agreements to all parties and referencing the incoming tenant.

Contractor Cancellation Fee

If arrangements are made with you or any other tenants to provide access to an employee of Lauristons with a contractor, or a contractor directly with keys or direct at the property, then the cancellation fee will be charged if these arrangements are cancelled within 24 hours of the appointment due to take place, or if access to the property is denied for whatever reason.

Key Replacement Fee

If Lauristons are required or requested to cut new sets of keys after the tenancy has commenced for additional tenants, additional sets requested, or lost or misplaced keys then this fee will become payable in addition to the cost of cutting the keys. If keys are lost, the Landlord may request that the locks are changed at your cost.

Mid Tenancy Inspection requested by tenant

If you request Lauristons to do a mid-tenancy inspection specifically to document and report back on any matter, then this fee will become payable. This is not to be confused with the visit of a contractor who is carrying out works on behalf of the Landlord, the costs of which are borne by the Landlord.

End of Tenancy Inspection to assess damage or missing items after check out

If after the Check Out report has been received, it has been determined that damaged or missing items have been identified, quotes will have to be arranged by the Property Management Department in order to measure any cost that may be proposed to be deducted from your security deposit. A fee is payable for this inspection.