

TENANT FEES AND CHARGES (All fees include VAT)

The below table shows our current rates for tenant services. We may occasionally have to vary these prices but will only do so having notified you in writing.

A Holding fee (which will eventually be used as the deposit) payment of:	
Holding fee	1 month rent plus £100
Holding fee with pet agreement	1 month rent plus £200
An Agency and Referencing fee of:	
Single Applicant	£180
Joint Application	£240
Student and Guarantor Application	£150 per tenant/guarantor
Company letting application referencing and administration fee	£250
Guarantor Application fee	£90
Checking in and out fees of:	
Check in fee	£60
Check out fee	£60
Additional Fees which may be applicable:	
Fee to amend the Tenancy Agreement (e.g. add additional Tenant)	£60
Printed copy of documents (e.g. Tenancy Agreement)	£12
Email copy of documents (e.g. Tenancy Agreement)	£6
Property visits or inspections outside of those paid for by landlord (e.g. if you are failing to meet your tenant obligations)	£60 per visit
Handling fee for cash or cheque payments	£30
Late rent letter	£30 per letter
Visit to property in the event you have locked yourself out (office hours) Note: this service is not available out of office hours	£30

Administrative fee for paying rent late, chargeable every 14 days on the rent or any part of it which remains late.	£30 per late payment
Interest on late payments	5% above base rate
Administration fee for any letter sent due to breach of tenancy other than rent arrears	£25.00 per letter
Key cutting (plus cost of key)	£30 plus £15 per key
Cleaning services for any cleaning required during or at the end of a tenancy	£24 per hour
Failure to keep an appointment with a staff member from CB Lettings or an approved contractor	£30
Maintenance services for any damage required during or at the end of a tenancy	POA
Legal notice to terminate tenancy should you breach your obligations	£90