

FEES TO: TENANTS

We are an ARLA Propertymark Licenced Member
Independent Redress provided by The Property Ombudsman
Client Money Protection (CMP) Provided by ARLA

At a glance.....

BEFORE YOU MOVE IN:

Tenant Registration.....	FREE OF CHARGE
Permitted Occupier fee.....	By agreement
Referencing Service PP (only if requested by the Tenant).....	(£45.00)
(See Tate Referencing notes May 2021)	
Tenancy Agreement (per Tenancy).....	FREE OF CHARGE
Pet clause.....	By Agreement only
Check-in Fee.....	FREE OF CHARGE
Deposit.....	Five weeks rent
Deposit Registration.....	FREE OF CHARGE

DURING YOUR TENANCY

Rent Review Fee.....	FREE OF CHARGE
Tenancy Renewal Agreement.....	FREE OF CHARGE
Change of Tenancy Terms.....	By agreement only
Late/Unpaid/returned payments.....	(see notes below)

ENDING YOUR TENANCY

Future Landlord Reference.....	FREE OF CHARGE
Check out Fee.....	Cost only levied if there is Material breach or damages
Breach of Agreement.....	on a cost basis to the Landlord
Early Termination of tenancy.....	By agreement only
Professional Cleaning.....	Dependent on amount of cleaning required

Continued on page 2, 3 and 4 for additional important information on charges and referencing.....

Tenant Reserve (to secure a property per tenancy)

One week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing). This will be deducted from the first payments due.

Deposit (Assured Shorthold Tenancy)

Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Deposit (Non-housing act tenancies)

Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Unpaid Rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Lost key or key or fobs or similar security devices.

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £45 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

Variation of contract (Tenant's request)

No less than £50 (inc. VAT) per agreed variation. To cover the Landlord's costs associated with the preparation and execution of new legal documents.

Change of sharer (Tenant's request)

No less than £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the Landlord's costs associated with, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's request)

Should the tenant wish to leave their contract early, they shall be liable to the Landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

Company Lets (Non-housing act tenancies)

Administration fees will be charged to tenants for non-housing act tenancies. The cost for individual or company checks and preparing the tenancy will be £300.00 (inc VAT) plus £45 per reference required.

Charges incurred during the Tenancy

Where a charge is due to the tenant and not paid during the tenancy, these may be deducted from the deposit at the end of the tenancy, including, but not limited to: the clearing of blocked drains, covering the landlord's losses for ending a tenancy without proper notice, damage to a property, contents or garden.

Referencing 2021

At Tate **you do not have to pay for referencing**. What you do need to do is prove your credentials. We need you to pass referencing as this is the best way of demonstrating that you are suitable for one of our properties. The criteria we are looking for are:

- a) Your income is 3 times your rent.
- b) You are in stable employment
- c) You are who you say you are and have the right to rent in the UK
- d) You have a track record of renting responsibly
- e) You do not have any county court judgements (unsatisfied or satisfied)

If any of these (a to e) come back as unsatisfactory or are not completed, it may be that we have to decline to rent to you and you will lose your Tenancy Reserve payment at a rate of 1/7th of the gross payment for each day from the signing of the Deal Sheet (or 100% of the payment by the proposed start date of the tenancy whichever is the sooner) if you do not declare anything material that may cause you to fail your referencing. **If you change your mind after signing the deal sheet and decide not to rent the property in most circumstances you will risk forfeiting the 1 week Tenant Reserve.**

At Tate there are three ways we will accept your referencing. (proving your credentials)

1. You can do this yourself:

If you are highly disciplined, organised or have a good PA and have all the information to hand this could well be the option for you.

You will need to provide:

- a) A written and signed reference from your current employer on headed paper stating:
 1. Length of employment
 2. Salary (Monthly or Annually)
 3. Guaranteed bonuses
 4. That they expect you to still be in employment for the foreseeable future.
 5. A copy of the last 3 months of pay slips to back this up
 6. Copy of the employment contract.
- b) Last 3 months of bank statements showing your pay and addressed to your current address.
- c) At least one utility bill in your name at your current address (within the last 3 months)
- d) Reference from your current Landlord (all Landlords for the last 3 years) confirming:
 1. How long you have rented from them
 2. You are free to take up the new tenancy
 3. The level of rent you paid
 4. Your rent was paid on time in full each date it was due
 5. You have complied with all the terms of your Tenancy in full
 6. You have not been involved in noise or other related disturbances with you neighbours
 7. They would be willing to let a property to you again in the future.
 8. They expect to be returning (or have already) your deposit in full with no deductions.
- e) Proof that you are clear of any County Court Judgements or Bankruptcy checked against your last 3 addresses but no more than 6 years back
- f) Copy of Photo ID passport or driving license

Before forwarding to Tate all the above documents MUST be personally verified by a Solicitor, Accountant or other suitable professional (with a redress scheme) who is not related to you, or any other prospective Tenant you may be sharing with. All referencing must be completed within 10 working days from the signing of the Deal Sheet.

The Solicitor or Accountant must initial each page and write on Company Headed Paper stating:

I (their Name and Job Title of Name of firm) have checked and verify the attached information is correct and true, and having taken reasonable and proportionate care to check the information, I know of no reason to believe this not to be the case.

The complete and full documentation must be received at Tate by post or in person no later than midday on the 10th working day from agreeing of the deal sheet (Day 1 being the day of signing) or 10.00am on 3 working days (Monday to Friday) before the proposed start date of the Tenancy; whichever is the sooner. Failure to do so will mean the potential forfeiture of the Tenant Reserve and the property being put back onto the market.

2. You can instruct Tate Residential to undertake the referencing for you:

Tate use an online referencing platform for you to upload the information via your phone or computer. You will be invited to join a secure platform to upload the relevant information and all you have to do is follow the prompts.

As Tate will be verifying all documentation we do not need verified copies and we expect to be able to process any referencing (provided you supply the correct information) within 5 working days from when you have supplied the information (subject to the Landlord and Employers confirming the details).

At every step of the way we will be on hand to assist with the referencing process and deal with the queries that so often appear. If the process takes longer than expected.....not to worry we will be on it every step of the way and it is in our interest to make sure everything is done to have this completed on time.

The cost of this service is £45.00 per person referenced, payable from the Tenant Reserve when you move into the property. If you choose to pull out of the proposed tenancy the cost will be paid from the Tenant reserve when you fail to sign the Tenancy Agreement (before the agreed start date) or declare you will not be proceeding with the Tenancy as per the Deal Sheet. If the Landlord pulls out of the let for any reason except that you have failed referencing you will not be charged.

3. Third Party Referencing Company.

Currently we have no details for a third party referencing companies but do give us a call with details and we can let you know if this will work. If the company is able to cover the points raised in option 1 then this will most likely be sufficient for our requirements.

The Company will make a recommendation as to your affordability, County Court Judgements, Employment, right to rent etc. The same Criteria apply as if you are doing your reference yourself.

With All three Options Tate Residential will need to verify your identity. This is usually meeting you in person and taking a copy of your original passport, or suitable photo ID such as a driver's licence with photo.