

Tariff of Tenant Charges 2018-2019

LetSU take the responsibility of property management to our tenants very seriously. In order that all parties are aware, we want you to be aware of the circumstances where you may incur a fee or charge during your tenancy (subject to VAT at 20%), payable to LetSU. This tariff does not contain the rental amounts or associated costs (such as bills, TV licensing and other expenses) payable for the property; this is reflected in your tenancy agreement should you wish to refer to this. LetSU does not wish to raise charges where such occurrences could have been avoided. In the majority of cases only a few of these charges will ever be applicable to you. LetSU reserves the right to amend the fees and charges in the tariff to reflect changes in our operating costs.

Type of Fee	Details	Amount
Tenant Application Fee*	This is usually to cover the cost of processing the tenant's application details, contacting any previous references and processing the right to rent immigration checks.	£75.00 plus VAT
Guarantor Reference Fee	This covers the cost of a professional credit reference check on the Guarantor, to assess reliability and suitability as an acting Guarantor for the tenancy.	FREE OF CHARGE
Failed Guarantor Reference Fee	In the event that your Guarantor does not pass the required credit reference check, you will be requested to provide an alternative guarantor who will require an additional credit reference check.	£25.00 plus VAT
Tenancy Agreement Fee	This includes the drawing up of the tenancy agreement, guarantor agreement and prescribed information.	FREE OF CHARGE
Deposit Registration <i>(applicable to Managed Tenancies only)</i>	This includes protecting and registering your deposit with a government backed money protection scheme (in line with legislation).	FREE OF CHARGE
Withdrawal from a Joint or Individual Tenancy Application <i>(issue of the tenancy agreement)</i>	Once you have paid your deposit, you are bound to the booking terms and conditions. Should you wish to cancel your booking; a charge will be deducted from the deposit held to cover the costs of the associated administration. You will be liable for rental payments dependant on cancellation date. See below	
Cancellation of Tenancy*		
More than 8 months prior to commencement	No Charge	
7 months prior to commencement	30% of monthly rent	
6 months prior to commencement	40% of monthly rent	
5 months prior to commencement	50% of monthly rent	
4 months prior to commencement	60% of monthly rent	

3 months prior to commencement	70% of monthly rent
2 months prior to commencement	80% of monthly rent
1 month or less to commencement	100% of monthly rent

(*subject to minimum charge of £200)

PLUS £50.00 plus VAT Admin fee per tenant withdrawing from the Tenancy.

Change of Tenant in a Joint Tenancy <i>(once tenancy agreement is signed)</i>	Payable to cover the costs for drawing up a new tenancy agreement or deed of assignment in a joint tenancy (following consent of the Landlord). Charge is deducted from the deposit held from vacating tenant.	£75.00 plus VAT
If documents become void after 90 days	This covers the cost of re-writing the tenancy agreement.	£30 plus VAT
Check In Fee	This covers the costs of the professional inventory clerk compiling a thorough inventory report to reflect the condition of the property at the commencement of the tenancy.	PAID BY YOUR LANDLORD
Reminder Letters/email	Should LetSU need to chase any overdue rent throughout the tenancy, a charge will be applied to your account per letter sent.	£25.00 plus VAT
Missed Inspection Appointment <i>(if arranged specifically between the tenant and staff)</i>	Should an inspection revisit be arranged directly with a tenant to address any issues and the tenant has confirmed their attendance, LetSU reserves the right to charge a failed inspection fee should the tenant not be present or provide sufficient notice of non-attendance.	£25.00 plus VAT
Loss or damage to Landlord's Property	Any damages, deliberate misuse or loss of fixtures or fittings within the property.	Assessed Individually
Failure to Return Keys <i>(at the end of the tenancy)</i>	Should the keys not be returned as per the tenancy agreement and key sign document, LetSU reserves the right to change the necessary locks and apply this charge from the tenant's deposit. We allow 2 working days prior to applying charges.	Cost of lock change
Lock Change/Lock Out/Call Out (taking out master set from office)	Should the tenant lose their keys this is charged at the prevailing rate for lock replacements with our approved contractor and includes copying of the required number of keys for LetSU to hold. Should a tenant lock themselves out, this is charged at the prevailing rate to open the property/room.	£25 plus VAT If not returned by 5pm, charged per day until returned
Maintenance Works for	Any damages the tenants may cause or the misuse of items that require repairs (such	Per Attendance

Repairs <i>(caused by tenants)</i>	as doors being propped open and subsequent damage to the overhead closers) will be charged to the tenants.	
Misuse of Emergency Out of Hours Number	Such as non-urgent issues or nuisance calling. Advice regarding emergencies and types of emergencies are located within the Tenant Handbook.	£40.00 plus VAT per call or Per Attendance (if resulting in a callout)
Tenancy Breach	Examples included but not limited to; doors propped open, candles, incense, not setting up bills within 28 days of move in, keeping of fan heaters in rooms, tampering smoke alarms/panels	£15 plus VAT for first offence £15+ plus VAT for repeated breaches
Check Out Inspection Report*	Carried out by an independent and accredited AIIC professional clerk who carried out the Inventory report. This is charged to all tenants from their deposits and is split between the numbers of occupants in each property.	POA

**denotes a standard charge for all tenancies, which will be automatically applied in all cases.*

For further information relating to any of the charges listed above, please contact the office to speak to a member of the team.

Refund Policy

Refunds are given at the discretion of the Housing Manager and are considered on a case by case basis.