

# College and County - Guide to Charges - Tenants

- **All fees are inclusive of VAT**

<p><b>Fees</b> To Include: administration of application, referencing, preparation of legal documents, deposit registration, accompanied check-in, final property visit, check-out, deposit return negotiations.</p> <p>Single Tenant £175 Couple (with or without children under 18) £275 Two Sharers (non HMO) £275 Company Let £275 HMO (shared household of 3 or more sharers) - per applicant £160 Guarantor (please note that for student applications your total admin fee is reduced to £160 including guarantor) £100</p> <p>College and County have no additional charges for processing a standard tenancy and there are no hidden charges in any of our processes.</p>	
<p><b>Tenancy Renewal Fees</b> College and County want to reward great tenants and for that reason we do not charge existing tenants any administration fees should you wish to renew. If there is a Change of Tenant at renewal, fees will apply.</p>	No Fees Apply
<p><b>Inventory/Check In/Check Out Fees</b> Inventory - College and County arrange for a full Inventory for all managed properties (please note that this is at the Landlord's discretion for non-managed properties). Check-In - College and County arrange an accompanied check-in for all properties to allow time for your property manager (or the landlord where we don't manage the property) to introduce themselves, hand over keys and paperwork and go over everything you need to know about the property and how to report maintenance. Property Visits - College and County will also visit periodically throughout the tenancy to ensure that everything is going well and to alert the landlord to any issues at the property (where we manage the property). Final Property Visit - College and County visit every property a few weeks prior to the end of the tenancy to compile a report with helpful tips and advice for tenants to ensure maximum deposit return (where we manage the property). Check-Out - College and County also arrange a specific check-out appointment which Tenants are able to attend if they wish. This is where the property is compared to the original inventory and a report is compiled informing the landlord of any changes, which they may wish to propose as deductions to the deposit.</p> <p>Re-Visits - where a property is not in a suitable condition to compile a property visit report or not ready for the check-out appointment, there will be an additional administration fee for a revisit and if the tenant is not able to check-out on the correct date there may be additional rent chargeable and expenses</p>	<p>No Fees Apply</p> <p>No Fees Apply</p> <p>No Fees Apply</p> <p>No Fees Apply</p> <p>No Fees Apply</p> <p>£50</p>
<p><b>Change of Tenant Fees</b> Where one tenant wishes to leave during a fixed term agreement, permission for a tenant change may be granted subject to the landlord's approval. The replacement tenant will pay an admin fee as per above, and the outgoing tenant is liable for the Change of Tenant fee. Further details of this procedure are available on request.</p>	£250 + standard admin fee (for incoming tenant)
<p><b>Early Termination Fees</b> Where all tenants wish to leave during a fixed term agreement, permission for early termination may be granted subject to the landlord's approval and securing new tenants. The outgoing tenants are liable for the early termination fee. Further details of this procedure are available on request.</p>	£400
<p><b>Lock Out/Lost Keys Fees</b> We appreciate that sometimes mistakes happen so we do have a procedure in place in case tenants lose or forget their keys, where they can collect a set of keys from the office. This is subject to the provision of photo ID and keys must be returned same day (or next day if they're borrowed overnight). Outside of office hours, this service is not guaranteed and is subject to staff availability. This service is not available where we don't manage the property.</p> <p>During Office Hours Outside of Office Hours Locksmith Call Out Replacement Keys – if keys are lost, tenants must get themselves a new set cut Change of Locks – if keys are lost and there could be a security risk to the property</p>	<p>No Fees Apply</p> <p>£50</p> <p>At Cost</p> <p>At Cost</p> <p>At Cost</p>
<p><b>Late Rent Payment Fees</b> Paying rent other than by the method as Clause 2 of your tenancy agreement £15 Each written communication sent in relation to chasing a missing rent payment £10 Reinstating a direct debit incorrectly cancelled by the tenant £15</p>	

