

# Stuart Smith (Derby) Ltd.

Residential Property Management

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## SCHEDULE OF FEES TENANT

<b>Applications</b>	
Administration/ Referencing fee (per Applicant over 18)	£150.00 (Inclusive of VAT)
Guarantor Administration/ Referencing fee	£90.00 (Inclusive of VAT)
Company Let Administration/ Referencing fee	£295.00 (Inclusive of VAT)
Handover fee	£60.00 (Inclusive of VAT)
Change of agreed commencement date/amend documents prior to handover	£60.00 (Inclusive of VAT)
<b>In Tenancy</b>	
Lease Renewal fee	£54.00 (Inclusive of VAT)
Revert to periodic (if agreed by Agent and with Landlord Consent)	£54.00 (Inclusive of VAT)
Additional copies of lease	£24.00 (Inclusive of VAT)
Inspection Appointment (Tenant failed to attend)	£48.00 (Inclusive of VAT)
Gas Safety Inspection Appointment (Tenant failed to attend)	£48.00 (Inclusive of VAT)
Arrears/Breach of lease letters	£24.00 (Inclusive of VAT)
Notice of Possession letter	£78.00 (Inclusive of VAT)
Late payment charge	£24.00 (Inclusive of VAT)
Landlord/Tenant referencing fee	£18.00 (Inclusive of VAT)
Refund of over payment / Standing Order not cancelled per payment	£24.00 (Inclusive of VAT)
Non authorised change of meter to pre pay meter	£120.00 (Inclusive of VAT)
<b>Checkout</b>	
Checkout Fee	£54.00 (Inclusive of VAT)
2nd Checkout fee if property not left in an acceptable condition	£36.00 (Inclusive of VAT)
Keys returned late at end of tenancy	£50.00 (Inclusive of VAT)
End of Tenancy dilapidations charge	30% in addition to works (Inclusive of VAT)
Pre-Payment meters in debt/ Non return of pre- payment keys	Top-up cost plus £25.00 (Inclusive of VAT)