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| **Description of Fee** | **What this covers** | **Amount INC VAT** |
| **Before your Tenancy commences** |  |  |
| Agency fee/holding fee | This covers the initial “reserving” of the property and all administration to prepare the tenancy. Included in the fees are credit / references, guarantor checks, right to rent checks. This fee is non-refundable and not used towards rent or deposit | £200 per tenant (student)  £220 per tenant (professional) |
| Damage deposit | This is a refundable deposit (subject to check-out deductions) which is predominantly calculated to the equivalent of 6 weeks rent. The deposit is held and registered in accordance to the deposit scheme rules. The deposit is protected with My Deposits by SJ on behalf of the Landlord. | 6 weeks rent to the nearest £50 e.g.  £650  £700  £750 |
| Contract / administration changes | Should any documents need to be amended or changed due to any arrangement being altered by the tenants – and once the documents have been signed or partially signed | £25.00 per change per amendment |
| Check-in fee | This fee is to contribute to the costs of a 3rd party inventory company as it benefits both landlord and tenant for the deposit both parties make a contribution towards the cost | This fee is paid at the end of the tenancy and generally charged from the Damage deposit |
| **During your tenancy** |  |  |
| Late rent charges | Should rent become overdue during tenancy we charge a fee. | 3 days - £35.00  7 days - £60.00 |
| Refund of any monies or transfer between accounts. | If monies is paid incorrectly this fee will be charged for the extra administration to return or transfer to the correct account. | £10 per transaction |
| Replacement key | If a tenant requires SJ to provide a new replacement key or if SJ’s keys have been borrowed and not returned tenants will be charged per copy on the bunch. | £15 per normal key |
| Replacement laser cut key | If a tenant requires SJ to provide a new replacement key or if SJ’s keys have been borrowed and not returned tenants will be charged per copy on the bunch. | £35 per key |
| **End of Tenancy** |  |  |
| Early exit of the contract once a replacement tenant has been found | All details are in the termination clause in the AST Contract | £250.00 for the exiting tenant once all criteria have been completed. |
| Missed check-out appointment | If the house is not in a position to check out (the house is not empty ready to hand back) this fee is charged for inconvenience of missing your appointment | £200.00 plus any additional fees for rent and contractor invoices for missed appointments. |
| Renewal of Tenancy | Should you wish to extend or renew your tenancy and the landlord agrees. This also covers the cost of renewing the paperwork for the tenancy. | 1-bed - £75, 2-beds will be £150 and for every additional tenant, it will be £85 per tenant.  E.g. 6 bed house (all tenants renewing) £490 |