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FEES TO TENANTS

Client Money Protection provided by:



Independent Redress:



propertymark

FEES TO TENANTS

Prior to Move In you will be expected to pay one month's rent in advance, a set up agreement fee, inventory fee and a security deposit which must be cleared funds on the agreement's commencement date.

Please note that requests for additional furniture or removal of existing furniture must be put in writing to the Landlord through Christopher Rawlinson & Co prior to the commencement of the agreement.

A tenancy agreement is a legally binding contract between the Landlord and the Tenant(s), which sets out the contractual responsibilities of both parties. All persons over the age of 18 must be named on the tenancy agreement

An inventory is the report detailing a property's contents and schedule of condition. This report must be signed and returned to us within seven days of the commencement of the tenancy as this forms part of your agreement.

Once you have signed your tenancy agreement you must contact your new service providers (electric, gas, water & telephone), it is advisable to check the meter reading as soon as you get access to the property.

Tenants are responsible for paying the Utility bills (Council, Water, Gas and Electric). Tenants are allowed to change suppliers if they wish though we ask that they notify both the Landlord and Agent in writing as a matter of courtesy.

Tenants are responsible for arranging insurance to provide cover for their own contents and personal belongings as the Landlords buildings insurance will not cover this.

BEFORE YOU MOVE IN

Set Up Fee (tenant's share): £170.00 (inc VAT) for up to two tenants

This is fixed-cost fee that can cover a variety of works depending on the individual circumstances of each tenancy, including but not limited to negotiating the tenancy, verifying references, undertaking Right to Rent checks (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability), arranging the tenancy and drawing up contracts.

Additional Tenant Fee: £75.00 (inc VAT) per tenant

Processing the application, associated paperwork and referencing.

Guarantor Fee: £85.00 (inc VAT) per guarantor (if required)

Covering credit referencing and preparing a Deed of Guarantee as part of the Tenancy Agreement.

Permitted Occupier Fee: £75.00 (inc VAT) per permitted occupier

Processing the application, associated paperwork and referencing. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

For all the above

We will take up references based on the details that you have supplied to us. These references may be passed to our client so that they can make a decision on granting a tenancy.

You are responsible for any charges levied by your own bank in relation to obtaining a reference.

The above referencing fees are non-refundable once the referencing process has been started whether a Tenant passes or fails the referencing and credit checks.

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CHECK IN AND CHECK OUT

Christopher Rawlinson & Co will be instructed by the landlord regarding the arrangements to be made for the inventory. Unless agreed otherwise, the landlord will be responsible for the cost of the inventory and check-in and the tenant will be liable for the cost of the check-out (and any missed appointments). Where Christopher Rawlinson & Co organise an end of tenancy inventory check-out, the fees below will be charged and are due at the commencement of the agreement. Where a landlord organises this inspection independently of our office, the charge may vary

Inventory Check Fee: (Tenants Share)

Studio Flat	£144.00 (Inc VAT)
1 or 2 Bedroom Property	£192.00 (Inc VAT)
3 Bedroom Property	£228.00 (Inc VAT)
4 Bedroom Property	£252.00 (Inc VAT)
5 Bedroom Property	£288.00 (Inc VAT)

For 6+ Bedroom Properties, please ask a member of staff

Pet Deposit: Any returnable additional security deposit to be agreed depending on the individual Landlord. To cover the added risk of property damage. This will be protected with your security deposit in a Government authorised scheme and may be returned at the end of the tenancy.

DURING YOUR TENANCY

Amendment Fee: £250.00 (inc VAT)
Contract negotiation, amending terms and updating your tenancy agreement for example a change of tenants during your tenancy.

Renewal Fee (tenant's share): £150.00 (inc VAT)
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement.

ENDING YOUR TENANCY:

Future Landlord Reference Fee: £35.00 (inc VAT)
Collating information and preparing a reference for a future landlord or letting agent.

OTHER FEES AND CHARGES

Lost Security Items: £35.00 (inc VAT) plus item cost
Obtaining necessary permissions, sourcing providers and travel costs.

Out of Hours Services: £80.00 per hour (inc VAT) plus costs incurred
Where actions of the tenant result in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the hourly rate. This may cover a variety of works depending on the individual circumstances, including but not limited to a tenant being locked out of the property and requiring an agent to attend with a key.

Unpaid Rent / Returned Payments

Interest at 8% above Bank of England Base Rate from date due.

Professional Cleaning (if required): A quote will be obtained and the cost deducted from the security deposit
Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.

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Copies of Paperwork: (Previously received) £10.00 (Inc VAT) Where requested, if a Tenant requires a copy of a previous agreement a minimum charge will be made.

Letter Confirming Occupation: £35.00 (Inc VAT) If a letter is required to confirm occupation between relevant dates a minimum charge will be made. If you have any questions on our fees, please ask a member of staff.

The above charges for copies of paperwork or letter confirming occupation are subject to increase if our paperwork is stored off site (filed pre January 2018) and are subject to a postage and packaging charge of £3.50, collection is free.

Consequences of Early Termination:

If you vacate the property prior to the end of the term, you will remain liable to pay rent and utilities until the term expires or the property is re-let whichever is earlier. Should the property be re-let during the fixed term, you will also be responsible for the repayment of any pro-rata commission fees that have been or will be incurred by the landlord for the unexpired portion of the tenancy (where Christopher Rawlinson & Co is the Letting Agent, this fee is calculated at 10% (Inc VAT) of the rent for the fixed term of the tenancy) AND if the new tenancy is for a lesser rent, an amount equal to the difference between the original rent and new lower rental figure up to the end of the original term. You will also be responsible for any other reasonable costs (e.g. telephone lines, satellite television contracts, TV licences, cleaning etc) incurred from that point until the end of the term.

For the avoidance of doubt this clause shall not take effect where you are operating a break clause within your Tenancy Agreement.

If any charges remain outstanding at the end of the tenancy, Christopher Rawlinson & Co will apply to deduct the amount due from the security deposit.

At the start of the tenancy Christopher Rawlinson & Co will advise a Tenant who is responsible for managing the property. Where we are not managing the property we cannot authorise any repairs or maintenance, or guarantee the speed at which repairs are carried out. Where we are managing the property, we may have to obtain the Landlords consent before proceeding with a repair.

Where we manage a property and hold keys, we can usually provide access to Christopher Rawlinson & Co's contractors (with your permission). However, where we do not hold keys or the contractor is not willing to collect keys, it is the Tenant(s) responsibility to provide access.

Anti-Money Laundering Regulations

Christopher Rawlinson & Co are subject to the Money Laundering Regulations 2017. As a result we will need to obtain and hold evidence confirming your identity, proof of your address and source / destination of funds. We will be unable to proceed with any offer until we are in receipt of this information and have completed a satisfactory AML check. Your identity may be subject to an electronic identity check, which may leave a soft footprint on your credit report. Before the tenancy can proceed you need to provide us with a photo ID in the form of a valid Passport, UK Driving Licence or EEA National ID card and proof of your address.

Data protection and privacy policy

Christopher Rawlinson & Co are registered under the Data Protection Act 1998 and we undertake to comply with the Act in all our dealings with your personal data. Please refer to our Privacy Policy and Cookie Policy for full details of how we acquire and use your personal data and how you can opt out of certain activities. You can find this at www.christopherrawlinson.co.uk.

Please be aware that in the provision of our services, we may instruct other organisations to process personal data on our behalf and/or share personal data with law enforcement agencies, which may also involve the transfer of data outside the European Economic Area

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