

Tenant Fees - Start of the Tenancy

*Holding Deposit	£100
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Credit Check	£50 (VAT Inclusive)
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The Credit Check includes referencing for up to two tenants. This includes processing applications, obtaining credit checks, references from employers/landlords and confirmation of identity and addresses and any other information that may be relevant.

Administration Fees	£150 (VAT Inclusive)
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Costs towards preparation of a detailed inventory, including photos, logging meter readings for utilities and services, testing of smoke alarms and any carbon monoxide alarms. Arrangements for the signing of the Tenancy Agreement, exchange of monies, handing over of keys and an informative Tenancy Starter Pack to help guide you through your tenancy, plus registration of the security deposit with the Tenancy Dispute Service.

Guarantor Fee	£25 (VAT Inclusive)
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Processing of application, credit check, and referencing, obtaining necessary paperwork.

Additional Tenant Fee	£25 (VAT Inclusive)
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Processing of application, credit check, referencing.

Pet Deposit	£100
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Tenant Fees - During the Tenancy

Late Rental Payment	£20 (VAT Inclusive) + 3% above bank base rate
To cover costs of chasing late payments and administrative costs.	
Missed Property Inspections/Missed Maintenance Visits (arranged by Crowley's)	£45 (VAT Inclusive)
To cover time taken by Crowley Estates to attend and any costs incurred when tenants fail to be present for scheduled Inspections/appointments.	
Contract Amendment/Renewal Fee	£35 (VAT Inclusive)
Administrative costs of amending terms of contract, updating tenant details and updating the tenancy agreement during the tenancy.	
Additional Tenant During Tenancy	£60.00 (VAT Inclusive)
Processing of application, credit check, referencing and amendment of contract.	

Tenant Fees - End of the Tenancy

Reference Fee	£10 (VAT Inclusive)
Cost of providing a reference to letting agent or landlord	

Final Inspection	£45 (VAT Inclusive)
A cost for Final Inspection will be incurred if the tenant is required to return to the property to put right any issues when compared with the original inventory at the start of the tenancy and according to the terms of the Tenancy Agreement. This fee is to cover the administrative costs in arranging for the tenant to return and costs incurred for a further inspection to be carried out.	

Professional Cleaning of Property and/or Carpets	£ variable
If it is deemed necessary that the property requires the services of a professional cleaner to return it to its original pre-tenancy state, a charge will be incurred.	

* Holding Deposit

The holding deposit is taken to secure the property and is payable at the time of paying the credit checks. This will be deducted from the total deposit bond amount to pay on the signing of the contract. The holding deposit is non-refundable in the following circumstances:

- 1) The applicant is unable to provide satisfactory references & identification
- 2) The applicant is unable to provide proof of affordability of the rent
- 3) The offer is withdrawn by the applicant
- 4) References are found to be fraudulent.