

## **Tenants**

The agency fee is 40% + VAT of a month's rent (48% inclusive of VAT)

## This covers:

- Organizing viewings (50% Tenant, 50% Landlord)
- Creating the move-in file
- · Liaising with Landlord re move-dates, liaising with Landlord regarding any issues prior to move-in
- Processing funds and debit card costs
- Creating invoices for rents, deposits and sundries (if applicable)
- Carrying out credit checks on each Tenant
- Obtaining employment references and Landlord references (a character reference when a Landlord reference cannot be provided)
- Obtaining Guarantors or accountant references (if applicable)
- Changing/informing utilities (gas, electricity and water) as well as Bristol City Council
- Registering the deposit in a government-approved scheme such as My Deposits or DPS
- Setting up method of payment to Landlord or Agency (50% Tenant, 50% Landlord)
- Setting up of legal contracts and signing thereof (50% Tenant, 50% Landlord)

There are no hidden fees throughout the Tenancy. The agency fee is the only charge from start to finish unless there is a breach of the contract, in which case additional charges are listed below:

If there is a change in Tenant on the Tenancy Agreement:

### **Professionals**

- If there are any changes to the individuals within the Tenancy Agreement after it is signed there is a fee to the outgoing Tenant of £155 plus VAT (£186 including VAT) if they are still in the initial fixed period.
- The incoming Tenant fee is £150 + VAT.

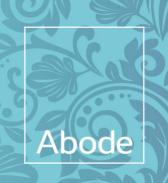
#### Students

- If there are any changes to the individuals within the Tenancy Agreement after it is signed there is a fee to the outgoing Tenant of £155 plus VAT (£186 including VAT) as per clause 15.3 of the Tenancy Agreement.
- Incoming Tenant fee is 40% plus VAT of the months rent (or 48% total) if the Tenancy has not yet begun.
- Incoming Tenant fee is £150 + VAT (£180) if the Tenancy has already begun.

## If there is any additional administration:

- Rent chasing letters or telephone reminders £5 plus VAT (£6 total)
- Administering bounced cheques £20 plus VAT (£24 total)
- Preparing and serving schedule of dilapidations £20 plus VAT (£24 total)
- Extra visits to property after tenancy if required as a result of tenants neglect or other failure to comply with terms of agreement £25 plus VAT (£30 total)
- Administration cost for returning overpaid rent due to standing order not being cancelled £20 plus VAT (£24 total)

PROPERTY MANAGEMENT & LETTINGS



# **Redress Schemes**

ARLA (Association of Residential Letting and Managing Agents)

BALMA (Bristol Association Letting and Managing Agents)

Property Ombudsman LETTINGS (D01994)

Deposit protection schemes – DPS or MyDeposits (as per paperwork provided)

Abode Property Management are a member of the following client money protection scheme; NFOPP (National Federation of Property Professionals)