

## 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)

132 Whiteladies Road, Clifton, Bristol BS8 2RS

0117 973 8866  
info@yourabode.co.uk  
yourabode.co.uk

PROPERTY MANAGEMENT & LETTINGS

The logo for Abode, featuring the word "Abode" in a white serif font inside a white rectangular border, set against a teal background with a floral pattern.

## 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)