

PRE TENANCY TERMS AND CONDITIONS – TENANCY FEE'S

1. We will ask for a minimum holding deposit of £500 to secure the property, subject to contract. Should you decide not to proceed with the let or application forms are returned later than 7 days or you fail referencing or withdraw for any other reason Sinclair Hammelton reserve the right to charge reasonable expenses up to a maximum of £500 (details on request, see note 13: for example charges). If a prospective tenant or guarantor has given misleading information that cannot be construed as a mistake on an application we reserve the right to charge the full amount of the deposit against our expenses. PHOTO ID AND PROOF OF ADDRESS ARE REQUIRED FROM ALL TENANTS – COPIES OF WHICH WILL BE KEPT ON FILE. This must be provided before references are taken.
2. There will be a charge of £90.00 (inclusive vat) per person, including guarantors and permitted occupiers, for referencing and a credit check, plus a one off fee of £165.00 (inclusive vat) for the administration (which includes preparation of the tenancy agreement, inventory check-in and smoke detector test). These charges may be non refundable, details on application. If you have a pet that has been agreed with the Landlord we may charge you £300 minimum dependant on property & pet, to cover the added risk of property damage. This will be protected with your security deposit in a Government-authorized scheme and may be returned at the end of your tenancy
3. A full reference form must be completed by every person over 18 moving in, requiring details of current & previous addresses & any relevant landlords, employment details covering the last three years (or details of accountant if self employed), & your bank details.
4. Once we are in receipt of satisfactory references we will then confirm a date for occupancy (should your referees not respond in time we will not be held liable for any costs). You should not make any arrangements to move in unless this date has been confirmed to you by the lettings negotiator. A specific appointment must be made with the branch & inventory clerk for this to be confirmed.
5. You will receive a letter following satisfactory referencing to confirm your appointment time for a move in & check in, & what documents you must bring, Any tenants not attending on time or with appropriate documents may be charged for an abortive move in appointment.
6. On the agreed move in date all persons wishing to occupy the property must come to the office & sign the tenancy agreement including the Guarantor where applicable, you will be asked to bring documents from your check in appointment letter. Please note standing orders must be set up to leave your account at least 3 days prior to the rent date. It is your responsibility to ensure this is done in time for the next rent due.
7. We will then require the remaining security deposit (to total 1+1/2 months rent), the 1st months rent, check out cost & any other relevant fees to be paid on the day we arrange for you to move in. This must be paid in cleared funds. If payment is made by credit card there will be a charge of 3% - debit cards payments are charged at £1.00
8. Once all parties have signed the agreement including the guarantor where applicable & paid the balance of funds we will release the signed tenancy agreement to you & you will be able to meet the Inventory Clerk at the property for a check-in & to collect keys. This appointment is made in advance based on the appointment made for you to come & sign the paperwork & if you need to make any changes to that appointment you must call the branch & arrange this at least 48 hours before your appointment, otherwise you may be charged for an abortive call out for the check-in at £60 inclusive of VAT which will have to be paid before move in can then proceed.
9. It is our Company's utility management policy that most of our properties are supplied by our preferred supplier. You will be asked at move in to sign a form relating to Data Protection & your agreement to enable us to assist you & our Clients with the management of the utility accounts.
10. At the end of your tenancy once you have returned your keys we will check the original inventory & providing there are no dilapidation's or damage to the property, your deposit will be refunded once we have seen proof that utilities have been transferred into tenants names & we have Landlord's consent.
11. The Security Deposit will be safeguarded by The Deposit Protection Service (The DPS), The Pavilion, Bridgwater Road, Bristol, BS99 6AA. Tel No. 0330 303 0030 Online: Enquiry Forms are available through the Virtual Customer Service Agent or the Frequently Asked Questions at www.depositprotection.com All security deposits are held as shared equally by tenants unless otherwise informed.
12. Tenants peace of mind guarantee: Sinclair Hammelton guarantee to give you a rent free period (or your share of rent free) for up to 12 months if you are off work due to sickness or accident, for which you pay a small additional premium rent. Sinclair Hammelton will offer this to every tenant if it suits their needs & also provides an added service to our Clients & puts you forward as a tenant in the best position to protect their interests. Full terms & conditions available on request & these will form part of the tenancy terms & conditions.
13. Expenses may be charged by Sinclair Hammelton if a tenant withdraws after paying a Holding Deposit. Example fees indicated below, all charges are inclusive of VAT & other charges may apply depending on individual circumstances.

Viewing appointments (each) - £95	Taking of holding deposit & supply of Application forms - £95
Non return of forms within 7 days (to include follow ups by phone, email or other) - £150	Referencing completed & failed, or referencing passed but applicant withdraws - £150
Inventory prepared - £150	

The following fees may apply as appropriate during the tenancy (all inclusive VAT);

Viewing appointments (each) - £95	Late payment fees (each occasion) £35 (court fees may apply)
Check out Fee (one off) £125	Early release charges – prices on application dependant on term remaining & rental amount
Eviction fees (vary) example Section 21 eviction £600 (court fees may apply)	Non registration of Utility Services (if applicable one off) £130

The following fees may apply as appropriate during the tenancy (all inclusive VAT);

Tenancy Renewal Fee (each tenancy renewal) - £95.00	Late payment fees (each occasion) - £35.00 (court fees may apply)
Check out Fee (end of tenancy – one off) - £125.00	Early Release Fee (if applicable one off) - £150.00
Eviction fees (vary) example Section 21 eviction - £600 (court fees may apply)	Non registration of Utility Services (if applicable one off) - £130.00
Amendment Fee Contract re- negotiation, amending & updating terms of tenancy - £200.00	Future Landlord/agent Reference Fee (per reference request) Collating information & preparing a reference - £25.00
The cost of a call out fee in circumstances where the Tenant reports a problem with the property, & a contractor is instructed to attend, that is found to be false or unnecessary – Price dependant on call out	As an alternative to the above an equivalent amount may apply within the rent agreed. A rent premium of £480 on the first months rent or an agreed monthly premium for the duration of the tenancy may apply