

TENANT FEES

(Our fees below include VAT.)

Holding Deposit – Capped at one Weeks Rent	Per Property
Moss Properties can hold a property once the Holding fee has been paid and move in date confirmed within 15 days (unless extended) or up to a period of 4 weeks. After 2 weeks you will need to pay the first month's rent (which will be non-refundable if you decide to withdraw your application) after a further 2 weeks you will be required to pay the bond. Moss Properties will not hold a property longer than 4 weeks unless this has been agreed by us prior to securing the property.	
Variation or changes to an existing tenancy agreement	£50 per change
This charge will cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents. This also covers costs in 'change of sharer' situations and covers the landlord's costs in securing a new sharing and associated legal requirements in processing that new sharers application.	
Late Rent Payment – 3% over Bank of England	
This fee applies for each date that the payment is outstanding and applies to rent which is more than 14 days overdue	
Lost Key or security Device	
Under exceptional circumstances to be an emergency or where agents are having to go the property, or instruct someone to go to the property out of office hours. You will be liable for the replacement of the keys or security device.	
Surrendering your tenancy	
If you need to leave early, please contact Moss Properties in writing as soon as you know, with full details, as re-letting at short notice can be difficult. Please note should your Landlord agree to release you from the tenancy early the following terms will apply:(1) You will remain responsible for the property, all rental payments, utilities and council tax until a new tenancy has started or on your tenancy end date which ever come first.	

Tenant Fees V: 210217
Our fees below include VAT.

Administration Fee	for 1 adult	£150
	for one or more adults	£125
The fee for the time taken to administrate your documents and tenancy application.		
Referencing Fee	for 1 adult	£150
	per adult for more than 1 adult	£125
The fee for referencing which covers checking your credit status, previous employer, current or past landlords, right to rent checks and taking into account any other information to help us assess the affordability and suitability of your tenancy application.		
Guarantor/Additional Person/Permitted Occupier Fee		£125
This covers the cost of processing the application and associated paperwork for any Additional applicants. Should the outcome of your application require a guarantor this cost covers processing the application for a guarantor including credit checks and employer references. A person who is over the age of 18 and also living at the property but not directly liable for rental payments.		

Please note that if your application fails or is withdrawn, the above fees are non refundable.

Pet Fee – Per Pet		£150
The pet fee is non-refundable and covers the cost of an end of tenancy professional clean to prevent possible allergies of the new tenants(s).		
Express Move In Within 5 Working Days		£30
Commencement of a tenancy 5 working days from receipt of full application.		
Express Move In Within 3 Working Days		£50
Commencement of tenancy 3 working days from receipt of fill application.		
Saturday Move In		£60
Commencement of tenancy and collection of keys on a Saturday.		
Accompanied Move In		£60
Commencement of tenancy and key exchanged at the property.		
Renewal Fee – Tenants Share	periodic tenancy max 5 months	£150
	6 month tenancy	£180
	12 month tenancy	£240
This cost covers the negotiation on the tenancy renewal term, drafting the tenancy agreement and creating systematic rental demands for the next tenancy term. A share of this fee is also payable by the landlord.		
Late Renewal Fee		£30
Should you renew your tenancy after your end date you will be charged this fee.		
Amendment To Tenancy		£150
During your tenancy term this fee is charged if one person or more on the tenancy request to be removed.		
Final Inspection Fee –Tenants Share		£150
Upon the tenants termination this fee is charged and covers arranging the move out appointment, visiting the property to check property condition after the tenancy has ended, liaise and agree with tenant and landlord on any deductions from the bond, release any monies to landlord or tenant after unprotecting the bond and transfer any disputed amount to the TDS for adjudication. A share of this fee is also payable by the landlord.		
Exit Landlord Reference Fee – Per Tenant		£49.95
Should you require us to complete a reference requested by a landlord or letting agent. This fee is charged to collate, prepare and send this reference.		

Fees applied to the tenancy for any arrears / complaints.

Telephone Call		£15
After three unsuccessful attempts to contact a tenancy to discuss rental arrears this fee will be charged per telephone call.		
Per Letter		£20
This fee is charged per letter to the tenant when we are unable to contact you by alternative means of communication.		
Late Rent Payment – Per 7 days		£25
This fee is charged from the rental due date per 7 days of the arrears.		
Failure to Keep Appointment		£30
Lost Key Call Out		From £90
Copy Of Keys (Where Available)		From £50
If you require Moss Properties to supply a copy of our management keys (where available) this fee is charged dependant on how many keys required.		
Legal Notices Served – Per Transaction		£125
If Moss Properties are instructed by the tenants landlord to serve a notice due to a breach in the tenancy by the tenants this fee is charged.		
Returned Payment from Bank/Unpaid Cheque		£35
This fee is charged if Moss Properties have requested payment that fails to reach Moss Properties accounts.		
Cash Payment		£5