

Tenants' Guide to Fees & Services

Below are a list of all fees and services that will become payable when you apply to rent a property that we are marketing. It is important that you read through these fees carefully and fully understand them.

| Fee | £ Inc. VAT | Description |
|--|------------------------------------|--|
| Referencing Fee(s) | | |
| Single Applicants Referencing | £190.00 per person | This is charged for each tenant (18 year old or over) applying for the tenancy. |
| Joint Applicants Referencing (2 x Adults) | £290.00 per couple | This is charged for each tenant (18 year old or over) applying for the tenancy. |
| Guarantor Referencing | £50.00 per guarantor | Only if a Guarantor is required and charged for each guarantor that is referenced. |
| Self Employed Referencing | £240.00 per person | For self employed applicants or guarantors as additional work is required for the referencing. |
| Rent & Deposit | | |
| Rent | - | First month's rent is payable in advance and payable immediately after referencing is complete. |
| Deposit | - | The deposit will be held in a deposit protection scheme redeemable at the end of the tenancy if there are no dilapidations or rent arrears and charges. Payable immediately after referencing is complete. |
| Optional Extras | | |
| Second Viewing For Measurements | £25.00 | One off charge for a member of staff to meet you at the property if you wish to measure rooms/windows etc. |
| Express Move-in Within 3 days | £100.00 | One off charge to get you moved in within 3 days of the landlord accepting your application. |
| Express Move-in Within 5 days | £50.00 | One off charge to get you moved in within 5 days of the landlord accepting your application. |
| Saturday Move-in | £50.00 | One off charge for when you request a move-in date on a Saturday. |
| Pet License Fee | £50.00 | One off charge to include a pet license into the tenancy. |
| Pet Bond | £300.00 | Additional deposit to cover any extra expense due to the pet. |
| Special Clause In Tenancy Negotiating Fee i.e. Decorating Permission | £50.00 | One off charge for including special clauses into the tenancy agreement. Examples of these could be: Decorating permission, installation of satellite dish etc. |
| Change Of Rent Payment Date | £25.00 | One off charge for changing your rent payment date, you will also have to pay the daily rent difference between the two dates. |
| Permitted Occupier Fee | £50.00 | One off charge for someone to stay in the property for a permitted time. |
| Immigration Letter | £150.00 | Statutory overcrowding assessment letter for overseas visitors. |
| During your Tenancy | | |
| Renewal Fee | £35.00 | This is will charged for renewal of tenancy after the expiry of the fixed term. |
| Tenancy Amendment Fee | £35.00 | This is will charged if you require mid-term amendments to the tenancy agreement. |
| Rent Chase | £25.00 | Charged on to your account every time the rent is late and we have to send out reminder texts, emails, letters or phone calls to chase payment. |
| Cash Payment Of Rent | £15.00 (per transaction) | Charged every time rent is paid by cash – Tenancy agreements states that all rent payments should be paid via the bank through standing order. |
| Breach in tenancy agreement | £50.00 | If you breach any clauses in your tenancy or are issued a Section 21 or Section 8 this charge will be chargeable for each breach. |
| Ending Your Tenancy | | |
| Future Landlord Reference Fee | £30.00 | If your new agent/landlord requires a reference from Urbanlink there is a referencing fee to collate information about your tenancy and prepare a reference. |
| Failure To Cancel Standing Order | £25.00 | It is the tenant's responsibility to cancel the standing order at the end of their tenancy, once final rent payment has been made. If rent is paid, the charge will be applied and the balance refunded to the tenant. |
| Copy Of Lost Inventory Fee | £35.00 | One off charge to supply you with a copy of the inventory you were given at the start of the tenancy. |
| Copy Of Existing Tenancy Agreement Fee | £25.00 | One off charge to supply you with a copy of the signed tenancy agreement. |
| Failure To Comply With Appointments Fee | £50.00 | If you miss your check out appointment this charge will be added on to your account and will be deducted from your deposit. This charge will be added for every miss check out appointment. E.g. If you missed two appointments a charge of £100.00 would be put on to your account. |
| Dilapidation Report Cost | £50.00 | End of tenancy dilapidation reporting and costing fee. |