

### Tenant Fees

**Non-Refundable Application Fee:** £150 (per applicant)

**Tenancy Fee:** £190 (per property)

- Payable, per property upon successful tenancy application(s)

#### **Additional Fees/Charges:**

Charges will be applicable in the event of any of the following:

**Guarantor Application Fee:** £120

- Only where a guarantor is required

**Tenancy Agreement Amendment Fee:** £120

- Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

**Tenancy Renewal Fee:** £80

- Contract negotiation and arranging a further tenancy agreement if required at the end of fixed-term
- Alternatively, a rolling monthly contract will commence

**Late Payment Fee:** £20

- Administration and processing of late payment

**Duplicate Tenancy Agreement:** £25

- Providing further copies of the tenancy agreement

**Returned Cheque or Standing Order:** £25

- Administration and management of missed payment

**Late Rent Chase Letter:** £25

- Administration costs for late rent letters

**Failed Mid-Term Visit:** £30

- Failure to notify of pre-arranged property visit.

**Providing Reference Fee:** £40

- Providing reference for future Landlords

**Professional Cleaning:** £150 (per hour)

- This charge will be deducted from the Security Deposit
- Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy

**For more information, please call the Proactive Property team on 01902 440055.**

