

# BLACK & WHITE

Lettings & Property Investment Specialists

## FEE SCHEDULE

Please note all fees listed below are inclusive of VAT at the current prevailing rate.

### Compulsory Charges

Reservation inc. referencing 1 Adult	£270.00
Reservation inc. referencing 2 Adults	£360.00
Reservation inc. referencing 3 Adults	£450.00
Reservation inc. referencing 4 Adults	£540.00
Reservation Company Let inc referencing	£500.00

*This fee is for credit referencing charges, obtaining an income & landlord reference where applicable, carrying out identity & right to rent checks, and a share of costs for negotiation of terms, preparing the tenancy agreement, collecting & administering rent & deposit payments, protecting the deposit with TDS, pre-tenancy property checks, preparation of property folder, welcome pack & utility transfer management at the start & end of the tenancy.*

Check in appointment (Room)	£ 50.00
Check in appointment (Studio - 3 Bedroom Properties)	£ 60.00
Check in appointment (4+ Bedroom Properties)	£100.00

*This fee is for preparation of the check in documentation, meeting at the property on the start date of the tenancy and walking through the property demonstrating the operation & working order of the main elements inc heating, hot water, appliances, safety alarms and any other essential information for the tenants, taking meter readings & answer any tenant queries*

### Ad-Hoc & or Exceptional Charges

Re-referencing per person	£ 30.00
Rental Guarantee per annum (price is dependent on rental value)	£150.00 min charge
Cancelled pre-arranged visits (less than 24 hrs notice)	£ 15.00
Access denied on pre-arranged visit	£ 25.00
Copy documents	£ 5.00 per document
Out of hours keys (if tenant meets at office)	From £ 50.00
Out of hours keys (if keys need to be delivered)	From £ 75.00
Returned standing order administration	£ 30.00
Late rental payment	£ 30.00
Overpaid rent return	£ 30.00
Addendum to Tenancy Agreement during tenancy	£ 72.00
Change of Occupant	£120.00
Early Termination	£270.00 - £500.00

### Additional Services

Tenant pre-qualification, per adult	£ 15.00
Rental Guarantee per annum on rents from £0 - £999pcm	£150.00
Rental Guarantee per annum on rents from £1000 - £1499pcm	£220.00
Rental Guarantee per annum on rents from £1500 - £1999pcm	£280.00
Rental Guarantee per annum on rents over £2000pcm	£500.00
Express Check In Service	£150.00