

Tariff of Charges..

These fees are per tenancy and are payable to Hamlet Homes.

Tenant Move-In Charges	Inc VAT
Head Tenant - application and set up including credit check and referencing	£170
Second Tenant - application and set up including credit check and referencing	£30 for each additional tenant
Guarantor - application and set up including credit check and referencing	£90
Check in Fee	£60

Renewals of Fixed Term Assured Shorthold Tenancy Agreement If requested by the tenants and approved by the Landlord	£50 plus VAT (£60.00)
Rent Arrears Administration Fee per Letter If you fail to pay your rent on time or you fall into arrears with your rental payments then we are obliged to send reminder letters to you.	£50 plus VAT (£60.00)
Midterm Inspections Charge will be applied if we attend a pre-booked inspection and there is no one available.	£50 plus VAT (£60.00)
Returned Cheques If you pay a cheque to us that is returned by your bank or is stopped.	£50 plus VAT (£60.00)
Misuse of Property If maintenance has to be carried out due to the misuse or neglect by the tenant or there is a misuse of the emergency call out service.	£50 plus VAT (£60.00) plus 10% administration of maintenance charge plus VAT
Locked out of Property. For us to attend the property and let you in during office hours. For us to attend the property and let you in outside office hours.	£50 plus VAT (£60.00) £100 plus VAT (£120.00)
Lost Keys. If you lose any keys, then the locks will have to be replaced. The above charge is payable plus the cost of the new locks and keys. Please note: If you lose your keys and we have to let you in then the 'Locked out of the property' charge will also apply.	£50 plus VAT (£60.00) Plus the cost of new locks and keys plus VAT
Moving of furniture not located as per inventory. Cost may vary depending on the number of items needing to be moved.	Minimum £150 plus VAT (£180.00)
End of Tenancy viewings, in last 28 days of tenancy. Charge will be applied if we attend a pre-booked viewing and there is no one available.	£50 plus VAT (£60.00)
Removal / disposal of tenants' personal belongings after the tenancy has ended. Cost may vary depending on the number of items needing to be removed	Minimum £150 plus VAT (£180.00)
Check out fee. This fee is payable for checking the inventory at the property on expiry of the tenancy.	
up to two bedrooms	£50 plus VAT (£60.00)
three bedrooms	£75 plus VAT (£90.00)
four bedrooms plus	£100 plus VAT (£120.00)
Contractors call out charge Call out charge will apply if a contractor has arranged an appointment with you and subsequently you do not attend the appointment.	Amount of call out charge varies from contractor to contractor.
Additional CD's & Copies of ASTs Any additional CD's required check in or check out. Any additional printed copies of the tenancy agreement.	£50 plus vat (£60.00)
Post Tenancy Reference charge	£50.00 plus VAT (£60.00)
Administration fee for refund of rent on non-cancellation of standing order after end of tenancy.	£50.00 plus VAT (£60.00)

Hamlet Homes reserves the right to deduct any charges applicable from the deposit should you not pay.

Signed By Tenants(s): _____

Print By Tenant(s): _____

Date: _____