



1 Queens Parade,  
East Street, Faversham,  
Kent. ME13 8AQ  
01795 591080  
[info@invictalets.co.uk](mailto:info@invictalets.co.uk)  
[www.invictalets.co.uk](http://www.invictalets.co.uk)

## **Tenants Charges - V1.03-15**

### **Pre-tenancy costs**

We reference check all of our tenants and the cost of this is payable as soon as you decide to take a property. The cost is non-refundable, should we decline your application due to information supplied not matching our verification checks, you fail our credit check/score or you deciding not to proceed with the property for any reason. There are no additional setting up costs.

<b>Application fee (Single applicant)</b>	<b>£225.00</b>
<b>Application fee (2 applicants)</b>	<b>£295.00</b>
<b>Application fee (Guarantor if req)</b>	<b>£95.00 (per guarantor)</b>

**There will be an additional cost of £150 for each additional tenant, where there are more than two tenants applying. There is no VAT on any of the above charges.**

The application fee will cover the cost of carrying out your references and all communication involved around this. The referencing will include:

- Processing the tenant(s)/guarantor(s) applications and paperwork.
- Identity verification
- Financial credit checks
- Obtaining references from current or previous employers
- Obtaining references from current or previous landlord or managing agent.
- Contract negotiation (amending and agreeing terms of the tenancy)
- Acquiring any additional information that is required to prove income.

A holding deposit of half a months rent will be required to reserve the property. This holding deposit is subject to separate terms and conditions-please ensure that you agree to these before paying the holding deposit. Prior to moving into the property, you will normally be expected to pay 1½ months rent as deposit and a full months rent in advance (less any holding deposit already paid).



## **TENANT CHARGES THAT MAY BE PAYABLE BY TENANTS TO INVICTA LETTING AGENTS (ILA)**

These charges form a part of your tenancy agreement and are an addendum to the special conditions. If these fees are not paid immediately, then they may be deducted from your deposit at the end of the tenancy, or by separate legal proceedings to recover these charges.

### **DURING TENANCY CHARGES**

#### **CHARGES FOR RENT ARREARS**

If your rent is not received (cleared funds received) by Invicta Letting Agents on the due date, our bank will be checked on the morning after the rent due date to check that funds have been received. If funds are not in our bank by this date, then ILA will call the tenant(s) free of charge to notify them their rent is overdue and if it is not received by close of business that day then the tenant(s) will be charged £20.00 for the cost of drawing up and sending a late rent letter to the tenant(s). If the rent has still not been received 4 days after the initial letter, additional rent demand letters will be sent every 4 days at a cost of £20.00 per letter, until the tenant(s) have contacted us with an acceptable explanation as to why the rent has not been paid.

If there is a guarantor in place, then a letter will also be sent to each guarantor at a cost of £20 per letter (payable by the tenant(s)) to each guarantor-these letters will be sent at the same frequency as the letters to the tenants.

#### **CHARGES FOR RETURNED PAYMENTS**

If any payment is returned by your bank as unpaid a charge of £30 will be made, this is to cover our time and bank charges that we will incur.

#### **CHARGES FOR REPLACEMENT KEYS**

Tenant(s) will pay an oversight charge of £20 for lost/replacement keys plus the cost of the key(s), this is to cover the time taken in arranging for new keys to be cut and testing them. The actual cost of the key is chargeable to the tenant separately.

#### **CALL OUT CHARGES/COST OF REPAIR FOR TRADESMAN**

Where a tenant reports a fault or problem and Invicta Letting Agents calls out a tradesperson to investigate such problem, if the tradesperson reports no actual fault, or the fault/problem is caused by the tenant, then the tenant will bear the cost of the investigation/repair (the charge made by the tradesperson).

#### **TENANCY RENEWALS**

The cost for renewing a tenancy is £150; however a discount of 50% will be given if the fee is paid before the end of the current tenancy. If tenants fail to pay the fee before the end of the current tenancy, they will be charged the full fee of £150. This cost is fixed, regardless of the amount of tenants/guarantors and contributes towards the time in negotiating the terms, drawing up a new tenancy agreement, arranging signatures, checking the agreement and sending copies to the tenants.



### **TENANCY REFERENCES**

A charge of £25 is made for Invicta Letting Agents supplying a tenancy references to 3<sup>rd</sup> parties. This charge will cover the time collating the information and responding to a request.

### **INSPECTION APPOINTMENTS**

If a tenant cancels or fails to attend an arranged appointment for an inspection on 2 or more consecutive occasions, a charge of £25 will be payable by the tenants to cover the cost of time wasted out of the office by a member of staff and the time in re-arranging the appointment.

### **REPAIRS or REPLACEMENT**

Where found liable, the tenant will pay for the cost of repair or replacement of any damage or loss to the property or its contents, plus an additional 20% oversight fee (of total invoiced amount) payable to ILA for overseeing, arranging and accounting for any repair or replacement.

### **CLEANING**

If the tenant fails to keep the property or its contents cleaned to a satisfactory condition, which could lead to damage and where the tenant fails to correct this within an acceptable time limit given by Invicta Letting Agents, then the tenant will pay for the cost of cleaning, plus an additional 20% oversight fee (of total invoiced amount) payable to ILA for overseeing, arranging and accounting for the cleaning.

### **GARDEN MAINTENANCE**

If the tenant fails to keep the garden, grounds and vegetation to a satisfactory condition, and where the tenant fails to correct this within an acceptable time limit given by Invicta Letting Agents, then the tenant will pay for the cost of the works required to bring the garden, grounds and vegetation back to a satisfactory condition, plus an additional 20% oversight fee (of total invoiced amount) payable to ILA for overseeing, arranging and accounting for the maintenance.

### **AMENDMENT OF TENANCY**

A charge of £50 will be payable by the tenant should the tenant request any amendment to the terms of the tenancy agreement. This charge will cover the time & cost of negotiating the terms with the landlord and creating the documents with the amendments, obtaining signatures & providing copies of such amendments.



### **TERMINATING CONTRACT EARLY**

The tenant(s) have no legal right to end the tenancy agreement early, unless there is the provision of a break-clause in the tenancy agreement. However, in the absence of a break clause and by mutual agreement, the landlord may agree with the tenant(s) to end the contract early and in this case the tenant will be liable to pay ILA the following fees:

1. The landlords pay us a set up fee of £245 every time the property is let. It would not be fair for the landlord to have to pay this again and the tenant will be expected to pay this.
2. We charge an admin fee of £295 for dealing with ending the contract early-this includes negotiations and corresponding backwards and forwards between the tenant and landlord (including these correspondences) and any paperwork including the termination agreement, updating the utility companies, conducting a checkout early.
3. We ask the you to pay 80% of our commission that we would have earned up to the end of the contract. This covers the costs of marketing, setting the tenancy up, carrying out the check-out -very little of this commission is attributed to managing the property.

### **END OF TENANCY CHARGES**

#### **CLEANING**

If a receipt is not provided at the check out for the professional cleaning of all carpets/ovens/window & frames (as required in the tenancy agreement) then the tenant(s) will be liable to pay for the cost of a professional trades person to carry out this maintenance and an additional 20% to ILA

#### **REPAIRS or REPLACEMENT**

Where liable, the tenant will pay for the cost of repair or replacement of any damage or loss to the property or its contents, plus an additional 20% oversight fee (of total invoiced amount) payable to ILA for overseeing, arranging and accounting for any repair or replacement.

#### **GARDEN MAINTENANCE**

If the tenant has failed to return the garden, grounds and vegetation in a satisfactory condition (similar to that stated on the inventory), then the tenant will pay for the cost of the work required to bring the garden, grounds and vegetation back to a satisfactory condition, plus an additional 20% oversight fee (of total invoiced amount) payable to ILA for overseeing, arranging and accounting for the maintenance.

#### **CHECK-OUT APPOINTMENTS**

If a tenant fails to be present at the agreed check out appointment & a new appointment has to be made, or the tenant fails to hand the property back at the agreed day/time, a charge of £65 will be payable by the tenant to cover the costs of re-arranging the appointment, re-preparing the necessary check out documents, liaising with the landlord and possibly re-arranging a new tenants moving in date.

#### **CHARGES FOR REPLACEMENT KEYS**

Tenant(s) will pay an oversight charge of £20 for lost/replacement keys plus the cost of the key(s), this is to cover the time taken in arranging for new keys to be cut and testing them. The actual cost of the key is chargeable to the tenant separately.