

Information For Tenants Regarding Fees
(Revised 1st June 2019)



THE FOLLOWING WILL APPLY

- **Borthwicks require an administration / holding fee of 1 weeks rent which will constitute one of your 5 weeks deposit. This amount is payable in full after negotiations commencing with our client and is charged per property not per person. In the event that the landlord for any reason turns down your offer the administration charge is fully refundable. This is to reserve the property and is only in force after funds have cleared. Then referencing will take place**
- **Once negotiations have taken place successfully and agreed, and a holding fee put down, if you then decide you no longer wish to take the property you will forfeit your holding fee of 1 weeks rent.**
- **The acceptance of any offer is subject to contract and contingent upon satisfactory references being obtained by Borthwicks, and approved by the landlord.**
- **Borthwicks requires photo identification, passport or identity cards from all persons named on the contract.**

First Payment

Once your offer has been agreed, you must pay the first periods rent and deposit, which should all be paid no less than 7 working days before your move in. Other charges may be incurred as part of the application process but you will be advised of these in advance. Borthwicks are unable to grant possession of any property until or unless cleared funds equivalent to the full balance payable have been received. Keys will only be released on the day of the dated contract

All monies due should be paid by Bankers Draft, cash or direct transfer in into Borthwicks account. Please note that overseas payments may take up to 5 working days to clear.

Referencing

As part of the referencing process we may need to share information you provide with organisations outside of Borthwicks. Unless instructed otherwise Borthwicks reserve the right to share information necessary to carry out referencing and to share this information with our client when necessary.

Assured Shorthold Tenancy Agreement

Before your tenancy commences you will need to sign a tenancy agreement setting out the landlord and tenants obligations, this applies to all tenants names on the contract.

Inventory & Check In / Out (Condition Report)

Unless otherwise agreed all check in / check outs will take place at midday.

You are deemed to have accepted the content of the inventory report unless you notify Borthwicks / or landlord in writing of any changes which may be required within the first seven days of signing the inventory declaration form. Reasonable care will be taken when instructing independent inventory clerks but Borthwicks accepts no liability for any error or omission on their part.

Paying Your Rent

Rent is payable in advance by standing order in accordance with your tenancy. You will be required to set up a standing order mandate proper to the start of your tenancy. Please note that all standing order payments should be made 2 days prior to the due date of your rent to allow clearance through the banking system. Should cheques be returned either marked "Refer to Drawer" or "please represent", or any monthly standing orders/direct debits be recalled/unpaid then an administration charge of £54.00 (Inc Vat)

If the rent has not been received by the sixth day after the appropriate due date (the date on the front of the contract), an administration charge of £78.00 (Inc Vat) will be made immediately. Thereafter a further charge of £42.00 (Inc

Vat) per every reminder letter will be charged until the rent has been paid. This will only be reimbursed if prior arrangement for late payment of rent has already been made with the landlord in writing. This clause is for the administration costs to Borthwicks and does not affect clause (4a) regarding late payment of rent to the Landlord.

Information on Deposits

Borthwicks will collect and hold, as stakeholder, a deposit from you (usually equivalent to 5 weeks rent) against any unpaid rent, dilapidations and other costs or losses incurred as a result of any breach of the terms of the tenancy agreement by you. Borthwicks is a member of My Deposits, Membership number 50057496

Ending your tenancy early

Should you wish to terminate your tenancy prior to the first date allowed under the terms of your tenancy agreement, and the landlord is in agreement, you will be responsible for paying your rent until the end of the fixed term contracted period noted in your AST contract.

Replacing yourself during a tenancy agreement.

In the event that you wish to replace yourself, or another member of your household, part way through a tenancy Borthwicks will charge £540 (IncVAT) to cover the administration involved in doing so. The landlords consent must be obtained before change of sharer can be affected and Borthwicks standard referencing procedure must be followed by any prospective new tenant before they can or will be deemed suitable by the landlord. Referencing of a new tenant will cost £150.00 (Inc Vat) per person and needs to be paid in full as well as a tenants questionnaire before the process can start. No new tenants can move in unless **1.** It has been agreed by the landlord. **2** Full references have been taken **3.** New Contract has been signed **4.** Check Out / in has been completed **5.** All monies have been paid in full.

Utilities & Bills

Borthwicks will set up your accounts for utility bills, but it is your responsibility to make sure all utilities are activated correctly and that the correct meter readings are provided to the relevant companies at the start and end of your tenancy.

Borthwicks Management

The degree to which Borthwicks will be involved with your tenancy once it commences will depend on the basis upon which we have been instructed to act for the landlord. If you do not know whether the property you wish to live in is managed by Borthwicks or not, please ask your Borthwicks representative. The service options are.

- A. Let & Rent Collection
- B. Full management

Property Inspections

All properties that are managed by Borthwicks will be subject to regular property visits. The purpose of these visits is to check the condition of the property, its cleanliness, garden maintenance and the way in which the tenancy is being conducted.

End of Tenancy/Agreement

To end your tenancy you must comply with your obligations under the AST Agreement

Advertising Boards

Borthwicks will erect our standard let by or let and managed by board after each agreed letting or renewal.

Signed By Tenant/s _____

Date: _____