

PRE-TENANCY AGREEMENT

SCHEDULE OF FEES AND ADVICE TO TENANTS

Below is a schedule of potential fees payable by the tenant. Further indepth information about the service covered by each cost can be found below the table.

BEFORE YOU MOVE IN	COST
Holding Deposit - Equivalent of £20% of the first month's rent subject to minimum fee of £200. Deductable from first months rent. Not subect to VAT.	£200 min.
Reference Fees - Per applicant	£75 +VAT =£90
Administration Fees - Per Property	£200 +VAT =£240
Guarantor Fees (If applicable)	£90 +VAT =£108
Additional Pet Deposit (If applicable)	Variable
Deposit - Usually equivalent to six weeks' rent	Variable
WHEN YOU MOVE OUT	COST
Checkout Fee - Subject to the size of the property and level of furnishings	Min £90 +VAT =£108
OTHER POTENTIAL CHARGES	COST
Tenancy Renewal	£95 +VAT =£114
Late Payment of Rent - Charge per email or letter notification sent	£25 +VAT =£30
Surrender Fee - When early release/surrender of tenancy is granted	£380 +VAT =£456
Tenancy Amendment Fee	£200 +VAT =£240
Deposit Administration Charge	-
Overpaid/Repayment of Rent Charge	£25 +VAT =£30

HOLDING DEPOSIT

Once you have found a suitable property through Philippa Sole, a holding fee equivalent of £20% of the first month's rent subject to minimum fee of £200 is then required to secure the property. This fee is deducted from your first months rent if you successfully rent the property. If not, it is non refundable.

REFERENCE AND ADMINISTRATION FEES

A reference fee of £75 +VAT (£90) per applicant, and an administration fee of £200 +VAT (£240) per property, is payable upon receiving a completed application. This fee includes negotiating the terms of the tenancy and all the necessary paperwork including the tenancy agreement. These are non refundable should you wish to withdraw your application.

GUARANTOR FEES

The granting of a tenancy will be subject to approved references, which may be collated by our referencing company and, in some cases, a guarantor may be required. Full financial references will then be required for the guarantor at a charge of £90 +VAT (£108). A Deed of Guarantee will also have to be signed by the guarantor.

ADDITIONAL PET DEPOSIT

If the landlord agrees to a pet at the property. An additional pet deposit will be required to cover the added risk of property damage. This will be protected with your security deposit under the DPS scheme and may be returned at the end of the tenancy.

DEPOSIT

A deposit will be required (usually equivalent to six weeks' rent) this will be payable prior to the commencement of the tenancy and is held for the duration of the tenancy. The deposit will be registered with the Deposit Protection Service (DPS) www.depositprotection.com, within 30 days of the commencement of the tenancy, or receipt of deposit, whichever is earlier. Further information on Tenancy Deposit Protection is available at www.communities.gov.uk/tenancydeposit. Please note that no interest will be paid on the deposit.

The deposit and first month's rent must be paid to us by banker's draft, chaps or building society cheque. If paying by personal cheque, we require 7 working days for this to clear prior to the commencement of the tenancy. The tenancy cannot commence until cleared funds have been received.

CHECKOUT FEE

Checkout at the end of the tenancy. The independent firm who conducted the inventory will conduct a checkout making note of any changes in condition of the property. A checkout minimum fee of £90 +VAT (£108)* will be subject to the size of the property and dependent on the level of furnishing. *The above fee is based on a typical two bedroom unfurnished property.

TENANCY RENEWAL

At the end of your initial term, should you wish to renew your tenancy, an administration cost of £95 +VAT (£114) is payable for drawing up the new tenancy agreement.

TENANCY TYPE

All properties are let on an Assured Shorthold Tenancy basis unless otherwise agreed.

IDENTIFICATION

All tenants and guarantors must provide proof of (photographic) identification and proof of residency.

RENT PAYMENT

Rent is payable monthly in advance by standing order direct to Philippa Sole (if we are managing the property), or direct to the landlord for our Let Only service. Rent is always due on a given date.

OTHER POTENTIAL CHARGES

LATE PAYMENT OF RENT

A late payment charge will be made should the rental be 7 or more days late. This fee is £25 +VAT (£30) per letter/email sent.

SURRENDER FEE

When early release/surrender of tenancy is granted, the tenant is due to pay the Landlords relating costs, plus administrative charges for processing the administration request. £380 +VAT (£456).

TENANCY AMENDMENT FEE

(Substitution of tenant) Contract negotiation, amending terms, referencing (if required) and updating your tenancy agreement. £200 +VAT (£240).

DEPOSIT ADMINISTRATION CHARGE

Administrative charge applied to the cost of any works arranged by us following the check out, the cost of which is deducted from the deposit.

OVERPAID/REPAYMENT OF RENT CHARGE

Charged at £25 +VAT (£30).

REDRESS SCHEME

Philippa Sole Lettings is a member of The Property Ombudsman

PLEASE NOTE: All property rents exclude water/sewage charges, gas, electricity, telephone, council tax and television license, unless otherwise stated. We recommend that you have adequate insurance to cover additional damage to the landlords fixtures and fittings.

PRE-TENANCY APPLICATION

TENANCY DETAILS

Property Address

Commencement of tenancy

Rent agreed

£

Deposit

£

APPLICANT DETAILS

Full name

Telephone

Mobile

Email

Current Address

Time at address

Years

Months

Please state why you are leaving this address

If you have lived at the above address for less than 3 years, please give details of your previous address

Previous Address

Time at address

Years

Months

EMERGENCY CONTACT

Full name

Telephone

Mobile

Email

LANDLORD CONTACT

If you are renting, please provide your current landlord's name and contact details

Full name

Telephone

Email

REFERENCES

Please provide the details of two people that the referencing company can contact. These can be a friend, co-worker of employer.

Reference one

Full name

Telephone

Email

Reference two

Full name

Telephone

Email

I AUTHORISE PHILIPPA SOLE TO;

Collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy; and disclose information about me, whether collected from me directly or from any other source, and any other credit provider or any credit reporting agency for the purposes of providing and obtaining a credit report (which will involve the credit reporting agency providing information about me to the landlord).

I give my express permission for my completed reference to be shared with the landlord if requested.

I UNDERSTAND THAT THE CREDIT REPORTING AGENCY;

May hold my information on their credit reporting database and use it for providing credit reporting services, and they may disclose my information to their subscribers for the purpose of credit checking or debit collection.

MONEY LAUNDERING REGULATIONS

As your agent, we have to comply with the Money Laundering Regulations 2007. We would therefore be grateful if you could arrange to provide us with a current UK passport and a utility bill from your home address (which should be not more than 3 months old), so that we can photocopy these and have certified copies placed on file.

MOVE IN

To help you move into your new home, we've partnered with a property concierge service called 'Just Move In', who will help notify the various utility providers that you have moved into the property, plus provide help and assistance selecting the right energy tariff, insurance policy and broadband provider.

Your Just Move In concierge manager will contact you within a couple of days to give you an overview of their service. You can also contact them directly on 020 7164 6804, email them at move@justmovein.co or book in for a concierge appointment using www.justmovein.co/diary.

This is a complimentary service on behalf of Philippa Sole. By signing this form you give consent for me to pass your details to them.

PLEASE MAKE ALL FEES PAYABLE TO:

Philippa Sole Ltd

Account number: 26942852

PayProp

Sort code: 50-00-00

I have read the terms and conditions and accept that in signing this document that I am legally bound by its contents.

TENANT

Name: _____ Signature: _____ Date: _____

WITNESS

Name: _____ Signature: _____ Date: _____