

Information For Tenants Regarding Fees for  
Short Let & Corporate Tenancies  
(Revised 1<sup>st</sup> June 2019)



**THE FOLLOWING WILL APPLY**

- **Borthwicks require an administration / holding fee of 1 weeks rent. 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.

**Initial Holding Fee**

Borthwicks require an administration / holding fee of 1 weeks rent up to but not exceeding £500.00 (Inc VAT) to cover the cost of preliminary paperwork and the preparation of your tenancy agreement. 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

**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.

If you require a reference from Borthwicks, at any time during or after your tenancy there is a minimum charge of £30.00 (Inc VAT) and funds must be received and cleared before a reference can be prepared.

**Assured Shorthold Tenancy Agreement**

Before your tenancy commences you will need to sign a tenancy agreement setting out the landlord and tenants obligations. Should any alterations, updates or additions to this document prove necessary following its execution a charge of £30.00 (inc VAT) will be levied to cover the cost of administration. In the event that your tenancy agreement is prepared by a third party, and the cost differs from that previously stated, you will then be advised of the revised charge prior to being asked for payment. We strongly advise you to read section 4 of the agreement as this section contains all of the tenants responsibilities.

**Inventory & Check In / Out (Condition Report)**

Unless otherwise detailed in your tenancy agreement you will pay for the check out at the end of your tenancy and the landlord will pay for the inventory check in at the start of your tenancy. The cost of the inventory check out is £150.00 (inc VAT)

Should any alterations, updates or additions to the inventory documents prove necessary following their preparation a charge of £30.00 (inc VAT) will be levied to cover the cost of administration.

### **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 £49.00 (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.

### **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 £540.00 (Inc VAT) 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.

### **End of Tenancy/Agreement**

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

Once your tenancy has ended you will incur additional charges which you consent Borthwicks deducting from your deposit if:

**A.** Furniture and/or other items belonging to the landlord were not left in the same place they were found at the start of the tenancy, according to the inventory check-in and check-out documents. The charge for administering the repositioning of these items is £30.00 (inc VAT) which will be applied in addition to any charges levied by the contractor employed to move the items involved.

**B.** Items included on the inventory report are missing at the end of the tenancy and have to be replaced. The charge for administering the purchase of missing items is £30.00 (Inc VAT) plus the cost of the items concerned.

**C.** Any contractor has to be instructed to undertake work at the end of the tenancy which are deemed necessary by the findings of the independent inventory clerk and considered to be the responsibility of the tenant. The charge for administering the instruction of any such contractors is £60.00 (Inc VAT) in addition to the charges outlined above and any charges levied by contractors.

**D.** Should the standing order mandate not be cancelled by the tenant at the end of the term, then an administration charge of £72.00 (Inc VAT) will be made for each monthly payment made.

**E.** You will be responsible for paying the inventory check out. The cost of this is £150.00 (Inc VAT) per property and not per person. This cost will normally be taken from the deposit unless other means of payment have been arranged prior to the check out