



Here is a guide to standard costs payable to us from the tenant. Some of these will vary dependent upon your instructions, the size of the property and the agreed terms of the tenancy agreement the tenant signs.

**Once your offer on a property is agreed, our fees upon your application:**

- Applicant administration fee: £160 (for each prospective tenant)
- Guarantor administration fee: £160 (for each prospective guarantor)
- £80 (where responses to reference checks not provided within 30 days of application date)

**Fees Before you move in:**

Where a credit card is used: 2.5% of the transaction amount.

**Fees During Tenancy or Before Tenancy is Renewed:**

- Administration fee: £34 (on each occasion where rent is not paid by standing order)
- Tenancy renewal fee: £99.96 (plus £49.98 per tenant should the landlord wish to re-reference)
- Re-presented cheques: £75
- Gas and electrical safety appointment: £90 per hr (where tenant requests CGEAL to attend in place of the tenant)
- Tenancy Agreement Renewal: £75 (where a re-issue is required due to tenant providing inaccurate information)

**Fees when you vacate:**

- The amount of the independent inventory clerk's invoice for conducting the check-out if so stated in the Tenancy Agreement. See the Vacation at End of Tenancy and Deposit Disbursal section in this guide for how much. Any price quoted can be expected to rise by the amount of inflation over the term of the tenancy.
- *If stated in the tenancy agreement, the cost of having the property and its contents professionally cleaned. The cost will depend on the size of the property and the amount of cleaning required.*
- The amount of any agreed compensation for not returning the property in the condition it was at the start of the tenancy fair wear and tear excepted. See the Vacation at End of Tenancy and Deposit Disbursal section.
- Early termination (where agreed with the landlord): 3 weeks' rent (plus VAT) (these are our fees for acting for you to find a new tenant: you can make your own marketing arrangements); £160 towards the landlord's administration costs of setting up a new tenancy; and £19.98 towards the landlord's administration costs of registering the deposit with the TDS (Tenancy Deposit Scheme) should the landlord be registered with this scheme.
- Administration fee for mid-tenancy swap of a tenant: £99.96 (for the landlord's administration fee, payable by the tenant)
- Administration fees for tenancy swap:
  - £99.96 per existing tenant or guarantor when referencing required;
  - £49.98 per existing tenant when referencing is not required;
- Administration fee to refund payments: £34.50 (where a tenant fails to cancel their standing order and pays rent not due after the end of the tenancy)
- Administration fee for arranging contractors: £34.50 for each individual contractor arranged.
- Reference request fee: £18.

**Other charges for non-compliance with the terms of the tenancy agreement are set out in the following guide in the relevant section.**

**A standard tenancy agreement is available at: [www.chancellors.co.uk/pdf/ta.pdf](http://www.chancellors.co.uk/pdf/ta.pdf)**