

## Information for Tenants: Fees

There are a number of expenditures associated with renting a property. This is our guide to the information and costs you need to consider.

All fees are inclusive of VAT charged at the prevailing of 20%, but are subject to change should the VAT rate increase. We reserve the right to amend our fees if we give you reasonable prior notice.

### Offer Stage

You should allow for the following payments when making an offer to rent a property:

Administration Fee	£180 Per Individual Applicant for Referencing
Guarantor Fee	£60 Per Individual for the Referencing
Contract Fee	£60 Per Tenancy for the Preparation of a Tenancy Agreement
Holding Deposit, Typically	£500*

All offers are subject to contract and the holding deposit will be held against our expenses in processing your application. Please be aware that if you make an offer and later withdraw from this, then you may lose all or some of the above. Please ask us for further details.

*\*If your offer is accepted then this amount will be set off against the initial rental payment, so you are not making this payment twice.*

### References and Right to Rent

All Applicants and Guarantor's will be asked to provide documentation for referencing, details of which can be found in our 'Guide for Prospective Tenants'.

You will need to provide us with proof of your right to rent a property in England, in line with the immigration Act 2014

### Offer Accepted Stage

If your offer is accepted, subject to contract and before the tenancy starts, you will need to make payment to us by cleared funds of the following:

Rent, Typically	1 x Month's Rent (Less the Holding Deposit Taken as above)
Security Deposit, Typically	6 – 8 Weeks' Rent

However this may vary depending on the individual landlord's instructions and requirements. Further Rents will be required to be paid by Standing Order in accordance with your Tenancy Agreement.

All deposits held by us for assured shorthold tenancies (AST) will be registered and protected by the Deposit Protection Scheme (DPS).

#### Archway Office

671 Holloway Road  
London, N19 5SE

T (0)20 7619 3750

#### Highbury Office

90 Highbury Park  
London, N5 2XE

T (0)20 7354 9111

#### Stroud Green Office

167 Stroud Green Road  
London, N4 3PZ

T (0)20 7281 2000

#### General Contact

E [info@davidandrew.co.uk](mailto:info@ davidandrew.co.uk)

W [www.davidandrew.co.uk](http://www.davidandrew.co.uk)

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### During Your Tenancy

#### Contract Renewal

Contract Renewal Fee	£90 <i>Per Tenancy for the Preparation of a Renewal Tenancy Agreement</i>
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#### Contract Amendment

Should you wish to make any changes or amendments to the terms of the agreement once the tenancy has started then, dependent upon your landlord agreeing, we will draw up a new Tenancy Agreement or Addendum to the existing Tenancy Agreement.

Contract Amendment Fee	£90 <i>Per Agreement Amended or Addendum prepared</i>
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#### Reference

Payable if you require a reference for a Tenancy or Mortgage etc.

Reference Fee	£18 <i>Per Reference provided</i>
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#### Change of Sharer

Your landlord does not have to agree to you changing any of the named tenants during the tenancy term. However he/she may agree to do so and below are the costs involved in this process.

Administration Fee	£180 <i>Per Individual Applicant for Referencing</i>
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Contract Amendment Fee	£90 <i>As Above</i>
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#### Early Release

If, for any reason, you request your landlord to agree to ending the tenancy earlier than the end date set out in the tenancy agreement (or in line with any break clause included in the tenancy agreement) then he/she does not have to agree to this. However should your landlord agree, then he/she can ask you to reimburse him/her for any financial loss he/she might suffer as a result. This may include:

Letting Fee, Variable	<i>The equivalent of the letting fee already paid by your landlord to us from the date you wish to end the tenancy until the date you could contractually end the tenancy (calculated as a daily rate)</i>
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Checkout Cost	Detailed Overleaf
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### Ending your Tenancy

Upon serving Notice of your intention to leave the property, your property Manager will forward to you our process for vacating. The associated costs are detailed below.

### Checkout Fee

The cost is dependent on the size of the property but will typically be charged as per the below.

	Furnished	Unfurnished
Studio	£126	£120
1 Bed	£138	£132
2 Bed	£144	£138
3 Bed	£156	£144
4 Bed	£174	£156
5 Bed	£198	£168

Extra Rooms will be charged at £18 per room, ie. Ensuite Bathrooms, Second Living Rooms etc..

**David Andrew Estates** are members of The Property Ombudsman and abide by The Property Ombudsman Code of Practice.

**David Andrew Estates** are not a member of a Client Money Protection Scheme.

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