



The following is a detailed list of Fees and Charges that may be incurred before, during and after a Tenancy arranged by ProCities (plus VAT if applicable):

Pre-Tenancy Fees

Holding (Reservation) Fee – 1 weeks rent

This deposit is held to remove the property from the market while we process your application. It will be put towards your first month's rent should the tenancy go ahead. Non-refundable if Tenant does not take up the property or reference check fails.

Lease preparation and Administration Fee - £250

This covers tenancy negotiations and the Tenant's contribution to the tenancy agreement. Non-refundable if Tenant does not take up or credit referencing fails.

Referencing Fees - £60 per individual tenant / occupier / guarantor

Non-refundable

Tenancy Deposit – 6 weeks rent

To be put into a deposit protection scheme. Tenants will receive a certification/confirmation of protection from the deposit protection scheme.

Fees During the Tenancy

Change of Occupant - £250

Should you wish to change/add the named tenants, this will require permission from the landlord and drawing up of a new tenancy agreement. There is a charge for this. Referencing fees may also apply.

Renewal of Tenancy - £100

This is charged for each and every renewal of a Tenancy.

Written Rental Demand - £30

If a rental payment is late, we will send you a written rental demand. There is a charge for each and every demand sent.

Cancelled Payment - £30

If a cheque issued by the Tenant has to be re-presented or is marked refer to drawer or if a standing order payment made is re-called there will be a charge of £30 to cover our costs.

Failure to keep appointment - £50

If during your tenancy, we have re-arranged an appointment for the purposes of periodic inspection or maintenance due to your failure to keep the appointment, there will be a charge. This is also applicable should we need to re-schedule your Inventory Check-Out appointment.



Post Tenancy Fees

Early Termination of Tenancy

If you wish to terminate your tenancy before the end of the term and you are not exercising a break clause contained in your Tenancy Agreement, you will remain liable for rent until the expiry of a break clause or a new tenancy has begun, thus releasing you from your tenancy obligations. In such cases, there is a termination fee of up to one month's rent, plus a tenancy agreement fee (£100) and potentially the difference in rent if the new tenancy is agreed at a lower rental value than your tenancy.

Inventory Check-Out Fee – See highlighted below

Under the tenancy agreement, the Tenant is responsible for the cost of the Inventory Check Out inspection (the Landlord is responsible for the inventory preparation and check in). Charges:

Studio - £100 ; 1 Bed - £100 ; 2 Bed - £125 ; 3 Bed - £150 ; 4 bed - £175 ; 5 Bed - £200

Any relevant charge will be deducted from your tenancy deposit at Tenancy Termination.

