

## **Universal Accommodation (Unac Ltd) Student Lettings Fees 2015 – 2016**

### **Prior to Start of Tenancy**

Administration Fee £75 - Preparation and processing of tenancy agreement, rent schedules, guarantor letter.

Referencing - Referencing is only required for certain properties. Referencing is carried out by external agencies and charges depend on type of referencing required by Landlord – Full Referencing £80, Online Referencing £25.

### **During the Tenancy**

For a 'smooth running' tenancy there are no further mandatory fees for the Tenant.

Additional Fees however will be incurred in the following circumstances:

Unauthorised Late Payment of Rent will incur administrative charges. Keeping Agent/Landlord informed may reduce charges. Notification of late Payment of Rent £40 ( reduced to £15 if paid promptly after being notified.)

Cheques returned by Tenant's bank – £15 plus the cost of bank charges incurred by the Agent / Landlord (typically in the range £10 - £40).

Outstanding or incomplete paperwork will incur administrative charges – £15 each time a tenant has to be notified after the first reminder.

Request for Opening Doors

Monday – Friday 9.00am to 6.00pm - £15.

All Other Times - £40 (It may not be possible to open doors on the same day request is made.)

Replacing a Lost Key - £30 or cost of replacement if higher.

Replacement Tenant – In the event a tenant wishes to leave the tenancy a replacement tenant may be found subject to agreement with the Landlord. If the replacement tenant is introduced by the outgoing tenant a fee of £75 will be due. If introduced by the Agent / Landlord a fee of £150 will be due.

Maintenance visits considered unnecessary (e.g. plug socket switched off) - £25.

For managed properties termly inspections take place. Tenants will be notified of any cleaning or damage rectification charges at that time.

### **End of Tenancy Items**

The tenants should leave the property in clean and tidy condition. If property requires cleaning at the end of the tenancy it will be charged at £12 per hour.

Removal of rubbish left outside property at end of tenancy - £10 per bag subject to a minimum of £20.

Keys not returned at the end of the Tenancy – The cost of replacing keys or the actual cost of maintaining proper security at the property (whichever is greater).

Rectifying damage to the property other than reasonable wear and tear will result in claims against deposit.

All properties are strictly non-smoking and damage caused by smoking will give rise to claims against deposit.

**All above Fees include VAT.**