

# explanation of our tenancy application fees

We would like to provide clarity of the fees that will become payable should you apply for a tenancy on a property we are marketing as being available to rent. We believe you should understand these before you make any decision about a property or before you decide to view a property.

We set out below what work is involved and how our fees are calculated once your offer has been accepted by your prospective landlord. These fees will be paid in addition to any rent and Deposit that is due under a Tenancy Agreement. Acceptance of any offer will be subject to contract, referencing and Immigration checks. These will usually cover:

**Referencing and Right to Rent Checks** - A check against the credit file and public records of the individual, An Anti-Money Laundering check, Confirmation of employment and salary details, Confirmation of previous tenancy details, Right to Rent checks, reporting the results of all those checks to your prospective landlord to see if your application is acceptable.

**Tenancy Agreement** - Negotiating and agreeing a tenancy agreement between you and your prospective landlord, including any special clauses or requirements which have been requested, once negotiations are finalised produce final copies for signature. This cost of this is shared between the landlord and tenant.

**Inventory Checks** - the landlord will pay for the compilation of the inventory, the cost of the Check in and the Check-out at the tenancy end is shared by the landlord and tenant.

**Renewal/Extension Agreements** - Negotiating and agreeing a tenancy renewal between you and your landlord, including any special clauses or requirements which have been requested, once negotiations are finalised produce final copies for signature. This cost of this is shared between the landlord and tenant, paid for at the time of the renewal.

## Tenant deposit

A deposit equivalent to a month's rent plus £100 will be required to be paid at the start of the tenancy. This is subject to referencing, a landlord may require a higher deposit if the referencing criteria is not met, further details will be provided at that time.

application fee type	cost £ including VAT VAT charged at prevailing rate	explanation
<b>Tenant Referencing</b>	£ 96.00 / person	This is charged for each tenant applying for the tenancy.
<b>Guarantor Referencing</b>	£ 120.00 / Guarantor	Only if a Guarantor is required and charged for each guarantor that is referenced.
<b>Negotiating and agreeing your tenancy agreement (tenant share)</b>	£ 210.00	One off charge for the Tenancy Agreement.
<b>Company Referencing</b>	£ 300.00	Company/Business referencing charge
<b>Unfurnished Inventory Check (tenant share)</b>	£ 150.00	One off charge per tenancy
<b>Furnished Inventory Check (tenant share)</b>	£ 200.00	One off charge per tenancy
<b>Negotiating and Agreeing a renewal/extension to your tenancy (tenant share)</b>	£ 114.00	One off charge for each renewal/extension

You should be aware that the need for a guarantor may not become apparent until your referencing (including for any joint tenants) has been completed, therefore guarantor referencing fee(s) will only become payable should a guarantor be required.

Please ask us to explain these to you, once we know your circumstance and how many tenants are applying for the property you are interested in, we can confirm the fees that could become payable.

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