

TENANT FEES for tenancies commencing before 01 June 2019 & continuing monthly contractual periodic tenancies up to 31 May 2020

Table of Fees	Applicant Fee including VAT	Information
Verify fee (per Applicant)	£20.00 Non-Refundable	Residency Check in accordance with the Immigration Act 2014. Inspection of original Passport, Visa, Driving Licence, Utility bills and Live photographs required & copies retained.
Reference fee (Primary Applicant)	£100.00*	Includes the cost of referencing – incorporating credit, employer/accountant and landlord checks, plus any additional information required to assist the application process.
Reference fee (Additional Applicants)	£100.00*	Payable for each additional Applicant.
Administration fee (per Property)	£100.00*	To prepare the tenancy agreement and associated documentation & protect the security deposit with The Deposit Protection Service Custodial Scheme.

Additional fees which may be applicable to some Applicants

Verify fee (per Guarantor)	£20.00 Non-refundable	Residency Check in accordance with the Immigration Act 2014. Inspection of original Passport, Visa, Driving Licence, Utility bills and Live photographs required & copies retained.
Reference fee (per Guarantor)	£100.00*	Payable for each Guarantor. The Guarantor will need to be a UK resident and will have to provide similar references to those required for the proposed Tenant.
Contents Insurance	Available from various Insurance Companies	We recommend Tenants insure their own possessions & accidental damage to Landlord's possessions.
Amendment fee (per Property)	£75.00	Payable if a change to the tenancy and/or deposit information is required.
Renewal fee (per Property)	£0.00	To extend your tenancy for a further fixed term.
Check out fee (per Property)	£75.00	Payable to Inventory Clerk at the end of the tenancy where an Independent Inventory Clerk prepared an Inventory at the start of the tenancy.

* This charge is non-refundable in the event that any references prove unsatisfactory or one of the Prospective Tenants withdraws the application before completion. However, if the application is accepted by Homelet and the Landlord declines to proceed, a full refund of this fee will be made by company cheque or BACS payment.