

Tenant Fees *during a tenancy*



Non-refundable holding deposit (based on rent value):

Up to £2000:	£500
£2001 upwards:	£750

from which the administration and reference fees are taken and remainder used as part of the move in monies or retained in full by Spencer Munson Property Services Ltd if the application fails.

In the rare occurrence that the number of tenants and/or guarantor requires a higher holding deposit then it will be the relevant administration fee plus the referencing fees plus £100.

Admin Fees (based on rent value and per property):

0 - £1000	£195 inc VAT
£1001 – 2000	£295 inc VAT
£2001 upwards	£395 inc VAT

Pet Deed fee (Only if permission is given for a pet at the property) **£60** inc VAT

Referencing fee for all adults over 18 years old:

£65 including VAT per tenant (or guarantor if accepted in advance by the Landlord)

Move in monies:

1st month's rent

1.5 months' rent dilapidation/damage deposit

plus relevant pet deed deposit based on the property size:

1 & 2 Bedrooms: £300 - 3 & 4 Bedrooms: £600 - 5 Bedrooms & over: £800.

All money must be paid in cleared funds by the tenancy start date – cash is **not** accepted. Payment should be made by bank transfer which must be cleared the day before the tenancy starts by 5pm.

Other possible fees during a tenancy:

Renewal fee (per property at each renewal)	£120 inc VAT
Pet deed fee (per property if applicable)	£60 inc VAT
Check out fee (per, and depending on size of, property) from	£90 - £230 inc VAT
Late rent payment letter	£15 inc VAT
Failed cheque or standing order payment	£20 inc VAT
Completion of Tenant's reference request	£24 inc VAT
(any resulting currency exchange fees charged by our bank will be paid by the tenant)	
Cash handling (only accepted if agreed in advance)	£30 inc VAT
Copies of previously supplied documents (per document)	£30 inc VAT