

Hunters East Grinstead Lettings Price List

TENANT/APPLICANT FEE(S)	Price Excluding VAT	Price Including VAT
Application Fee (per Applicant) <i>Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement</i>	£150	£180
Application Fee – Guarantor Fee (per Applicant) <i>Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement</i>	£150	£180
Referencing Fee (per Applicant)	£150	£180
Holding Fee (refundable?) <i>Will be deducted against move in monies (first month's rent) if the Tenancy proceeds to move in/completion. Should the Tenant(s) withdraw or fail referencing due to non-disclosure and/or falsified references this fee will not be returned</i>	£250 (No VAT)	
Express Check In <i>To effect tenancy commencement sooner than normal timescales, to be individually agreed by the local Office.</i>	£75	£90
Per Inventory/Per Checkout Cost split between Landlord & Tenant (if applicable)		
Furnished Property	£125	£150
Unfurnished property	£100	£120
Check In <i>Preparing an Inventory and Schedule of Condition of the property, explaining how appliances function and taking meter readings for utilities and services</i>	£50	£60
Check Out <i>Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)</i>	£50	£60
Renewal Fee (<i>Spilt between Landlord & Tenant</i>) <i>Contract negotiation, amending & updating terms and arranging a further tenancy & agreements</i>	£75 per extension (Tenant share)	£90 per extension (Tenant share)
Late rent reminder letter	£25	£30
Missed Appointment Fee	£20	£24
Late rent payment fee	£25 per occasion	£30 per occasion
End of Tenancy Reference Fee <i>Collating information and preparing a reference for a future landlord or letting agent</i>	£25 per reference	£30 per reference
Deposit paid by tenant (not subject to VAT)	<ul style="list-style-type: none"> * 1 ½ months rent (if tenant is not taking out liability insurance) * 1 months rent plus £100 (if tenant is taking out liability insurance) 	
This Office is part of a Client Money Protection Scheme	NALS Ref; A5110	
This Office is part of the Redress Scheme	The Property Ombudsman	

All charges correct at time of print

- The asking rent does not include any fees payable. Each tenancy is subject to a fee as listed above, payable on application for the property. An extra payment may be payable for each additional applicant and any guarantor application. This payment is an administration charge to cover our costs such as requesting references and the removal of the property from the market.
- Properties will remain available until all completed application forms and the administration fee is received by Hunters.
- On completion of an application form, please provide identification (driving licence/passport/recent utility bill).
- Should the references be unsuitable or the application is withdrawn, Hunters will retain the fee to cover costs.
- The completion and submission of an application does not guarantee the offer of a tenancy. This is subject to satisfactory references being provided and is at Hunters discretion.
- Applicants should be aware that in order to satisfy the criteria of our referencing agency your gross income should be equivalent to 2.5 times the monthly rent and be in permanent employment. If a guarantor is required, their gross income should be equivalent to 3 times the monthly rent (or share).
- If you have any concerns over your credit history, please speak further to a member of staff to see if other options are available to you.
- Please note that if you do not meet the referencing criteria, you may have the option to pay the rent in advance (on a 6 month Tenancy you would pay 5 months up front and on a 12 month Tenancy you would pay up to 11 months in advance.) – subject to agreement by the Landlord.
- Right to Rent Checks will be carried out under the Immigration Act 2014. You must provide us with documentation which shows you have a legal right to rent in the UK. Checks will be carried out by the Agent to verify this. In order to meet the legal requirements you must provide us with various documents such as; Passport, Endorsed

- passport giving permission to reside in the UK, immigration documents endorsed by the Home Office etc; please ask your local office for further clarification or visit www.hunters.com/rent/righttorent. Should the Right to Rent Checks fail by law we will be unable to allow the Tenancy to commence and the fees paid will not be returned.
- A Deposit must be paid at the start of the agreed Tenancy, prior to move in along with the first months rent. Our normal deposit amount will be equal to six weeks rent (of the agreed rent). Where Liability Insurance is taken a lower amount may be payable – please ask in branch for more details.
- For any other charges applicable during the tenancy please see a copy of the Tenancy Agreement, a (draft) copy of which will be given to you on Application.
- A fee will be due, as listed above if you wish to extend your tenancy to cover our administration.
- It is your responsibility to insure your own belongings throughout the tenancy.
- You are responsible for any administration charges levied by your own bank in relation to obtaining a reference.
- All charges levied by Hunters are subject to the addition of VAT at the prevailing rate.
- Hunters reserve the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.
- Monies received, as processed by Hunters Property Group are on behalf of the Agent who this contract is with.
- Payments must be made ONLINE or by DEBIT CARD or BANKERS DRAFT. Personal Cheques & Cash will not be accepted.
- To pay online please go to; <http://www.hunters.com/rent/pay-online>. Payment Reference should be the "property address".
- Payments made by a DEBIT CARD* will be taken over the phone via Head Office on 01904 756 137.

Lettings List

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