

Arington Tenants Schedule of Fees

(All fees detailed are inclusive of VAT at the prevailing rate.)

(The below tenant's schedule of fees form part of Arington's Tenants Terms & Conditions)

ARINGTON ARE MEMBERS OF THE PROPERTY OMBUDSMAN (TPO), THE ASSOCIATION OF RESIDENTIAL LETTING AGENTS (ARLA - PROPERTYMARK) AND ARE A REGISTERED SAFE AGENT. CLIENT MONEY PROTECTION (CMP) PROVIDED BY ARLA.

MANDATORY FEES

Description	Amount (Inc. Of VAT)		
Referencing Fee	A referencing fee per tenant or per company. A referencing fee will apply to ALL tenants whose name will appear on the tenancy agreement and permitted occupants over the age of 18 at the commencement of the tenancy. This fee covers processing the application, identity, immigration and visa confirmation (Right to Rent Checks), referencing either in house or via a referencing agency including financial credit checks, current / previous employers & landlords and any other relevant information to assess affordability, as well as associated communications and drawing up any associated paperwork.		
Guarantor fee	Where required, a UK guarantor reference is included within the above tenant referencing fee, subject to the guarantor's details being provided on the tenant information sheet at the time of making the offer. If a guarantor reference is requested after acceptance of an offer and commencement of referencing, a guarantor referencing fee will be payable at a rate of £120 . Additional Guarantor references are £120 . This fee covers processing the application, identity, immigration and visa confirmation (Right to Rent Checks), referencing either in house or via a referencing agency including financial credit checks, current / previous employers and landlords references and any other relevant information to assess affordability, as well as associated communication and drawing up any associated paperwork.		
Pet Addendum	Should an offer be accepted with the allowance of pets, a pet addendum fee is payable prior to the commencement of the tenancy. This fee covers processing the request and drawing up a pet addendum.		
End of tenancy fee	An end of tenancy check out fee may be payable prior to the commencement of the tenancy to cover the cost of the check out and charges levied by Arington for the processing of and the return of the security deposit. The end of tenancy fee is based upon the property size and is at the discretion of Arington. The current rates are as follows:	No of Beds	Unfurnished
		Up to & Inc 2 beds	£90
		3 bed	£114
		4 bed	£144
		5+ bed	£180
			Part Furnished & Furnished
			£120
			£150
			£200
			£250

ADDITIONAL SUBJECTIVE FEES THAT MAY APPLY PRIOR TO, DURING OR AFTER YOUR TENANCY

Description	Amount (Inc. Of VAT)
Legal Documentation Amendment	£30
Failed / Late Check In	3 rd Party costs plus £30
Printed Inventory	£25 Per report
Tenancy Renewal / Extension	£90 or £60 per tenant (where there are 3 or more tenants). Tenants share.
Change of Sharer	£300
Change of sharer advertising fee	£250
Deed of Surrender	£360

Tenant Reference Request	If you require a reference from Arington, at any time during or after your tenancy, there will be a fee of £25 payable on a per tenant per reference basis, payable in the form of cleared funds prior to the reference being provided / completed.	£25 Per Tenant / Per Reference
Tenant Over Payment	Should a standing order not be cancelled by you the tenant at the end of the tenancy, resulting in an overpayment of rent to Arington or an overpayment by any other means, resulting in the requirement for the overpayment to be refunded, a charge of £25 will be levied to cover the cost of refunding the payment. If the refund is to be processed to an international bank account, then the refund to international bank account fee below will apply.	£25
Refund to international bank account	Where Arington are requested to make payment to an international bank account a fee of £60 per payment will apply. This fee covers the cost of Arington completing the necessary paperwork to action the payment.	£60 per payment
Failed / Late Mid Term Inspection	Should a Mid Term inspection be booked and confirmed in writing by Arington where your presence is required for access, for which you fail to attend or you are more than 15 minutes late or you fail to provide at least 48 hours advance written notice to cancel the appointment, you will be liable for any 3 rd party costs along with a charge of £30 by Arington to cover the cost re arranging the appointment or for the allowance of a Arington representatives additional time on site.	3 rd Party costs plus £30
Failed / Late Check Out	Should a check out appointment be booked and confirmed in writing by Arington, if you are more than 15 minutes late for the appointment where keys are required for access, or you fail to provide at least 48 hours written notice to cancel the appointment or if you fail to provide vacant possession of the property, the appointment may be cancelled for which the tenant(s) will be liable for any 3 rd party costs along with a charge of £30 by Arington to cover the cost of re arranging the appointment or for the allowance of a Arington representatives additional time on site.	3 rd Party costs plus £30
Late Key Return	Should you not be attending a check out, all keys MUST be returned and received by / at Arington office by / prior to the check out appointment. Should keys not be received, a fee of £12 per day per set of keys will be charged for the period they remain outstanding. Arington & the landlord reserve the right to change the locks for which the outgoing tenant would be liable for, in this instance the late key return charge would not apply.	£12 per day per set of keys
Key Replacement	Should a tenant(s) damage, break, lose or have stolen a key during the tenancy, Arington are able to arrange replacement keys to be cut (subject to Arington holding keys for the property). The cost for this service is £18 plus £3.50 per Yale key, £4.50 per Chubb key and cost of replacement inclusive of VAT for multi-lock keys.	£18 + £3.50 per Yale key & £4.50 per Chubb key. Multi lock keys recharged at cost.
Arington Locked Out - Let In Service	Should a tenant(s) need assistance to gain entry to their property, where a tenant has damaged, broken, lost, had stolen or they have simply left their keys within the property there will be a fee for the 'locked out' service. The fee for a call out during office hours is £50 and outside of office hours is £75 (office hours are as detailed within Arington's terms and conditions). Whether the call out is within office hours or outside of office hours will depend upon the time an Arington representative attends the property, not when the request is first made by the tenant(s).	Within office hours £50 Outside of office hours £75
Tenant Key Collection & Return	Keys can be collected from our offices free of charge as long as they are returned the same day within office hours. Should a key / set of keys not be returned the same day a charge of £12 will be applied for each day the keys remain outstanding.	£12 per day
Property fixtures & fittings location replacement.	A charge of £30 will be applied per item, along with any 3 rd party additional costs where items of furniture and/or other items belonging to the landlord are not left in their original positions as recorded on the inventory and schedule of condition. The charge is levied for the repositioning of these items.	£30 + 3 rd Party Costs
Property fixtures & fittings purchasing replacements	A charge of £30 will be applied per item, where items as recorded on the inventory & schedule of condition are missing at the end of the tenancy, along with the cost of the items (including delivery & VAT) that have to be replaced. The charge is levied for Arington's time in sourcing replacement items.	£30 + cost(s) of replacement
Incorrect Payment Amount	Where Arington have provided an amount to pay, either prior to the commencement of the tenancy in the form of a completion balance or during a tenancy in the form of rent, should a tenant pay an incorrect amount a charge of £12 per transaction will apply. Arington's charge is for the notification to the tenant that they have paid the incorrect amount, advising of the balance required. If a refund is required the Tenant Over Payment fee will apply.	£12 per transaction.
Breach of Tenancy Letter	Subject to the terms and conditions of the tenancy agreement, letters of breach of contract issued by Arington to the tenant(s) will be charged at £25.	£25 per letter
Solicitors fees	Should Arington decide it necessary to instruct a solicitor in order to act in the recovery of rent arrears or any other outstanding amounts, the tenant is responsible for the fees levied by the solicitor plus a fee of £60 by Arington. Arington's fee covers the cost of instructing and providing the necessary information to the solicitor.	Solicitor fee + Arington's fee of £60
Arington Invoice Late Payment Charges	Should payment not be made within 14 days of the invoice date, Arington reserve the right to apply a charge of £12 for every 14 day period that passes where the invoice(s) remain outstanding.	£12