

# Charges Guide\*

<b>Application fee - Application &amp; Administration</b> (Tenancy agreement, References, Application, Check-in, Correspondence)	
<b>Per student</b> Guarantor checks	£198
<b>Renewal fee</b>	
<b>Per person</b>	£60 (Min. fee per property = £180)
<b>Check-out fee</b>	
<b>Per property</b> If the property is not ready for the check-out and a new appointment is made	£72 £72 per hour
<b>Late rent charge</b>	£24 per person
<b>Failed direct debit fee</b>	£24 per person
<b>Surrender fee (terminating your tenancy early)**</b>	
<b>Per student</b> Replacement sharer before the tenancy has begun Replacement sharer during the tenancy	£240 £480
Note: all rent must be paid up until the new tenants or replacement sharer have started their tenancy	
<b>Lock out charges</b>	
In office hours – come to the office to borrow a key	No fee
Out of office hours	Cost of a locksmith
<b>Noise/waste complaint letters</b>	£60
<b>TDS fee</b>	£10.20
<b>Inventory</b>	No fee

\*All fees include VAT. No extra hidden fees apply. \*\*Can only be done if there are 6 or more months left on the tenancy