

Scale of charges and procedure for reserving and moving into a Property

THERE IS NO CHARGE FOR USING US AS AN AGENCY.

In the event that you find a property through us and are accepted to rent it, our agency fees will be as follows:

FCC Paragon Credit Search	£ 30.00 + VAT per person
Single Occupancy	£150.00 + VAT
Two sharers or couple	£225.00 + VAT
3 People	£300.00 + VAT
4 People	£400.00 + VAT
5 People	£500.00 + VAT
+ £100 + VAT for additional person	

This fee is payable on the day of your sign in. This fee covers referencing, administration & contributions towards tenancy agreements and paper work.

Other Charges Throughout Your Tenancy

Tenancy renewals	£ 70.00 + VAT per annum
------------------	-------------------------

Please note:- This charge will be deducted from your deposit at the end of your tenancy

	Furnished	Unfurnished
Studio	£60.00 + VAT	£54.00 + VAT
1 Bedroom	£75.00 + VAT	£70.00 + VAT
2 Bedroom	£90.00 + VAT	£80.00 + VAT
3 Bedroom	£110.00 + VAT	£90.00 + VAT
4 Bedroom	£150.00 + VAT	£100.00 + VAT
5 Bedroom	£200.00 + VAT	£140.00 + VAT

Once you have found a property through us and have decided to take it, we will ask for £250.00 holding deposit. **THIS IS NON-REFUNDABLE** unless the application falls through due to no fault of yours, for example, if the landlord decides not to let. Should your references be returned to us and are unsatisfactory, the application will be rejected and your £250.00 will be retained by Vanderpump & Wellbelove to cover administration and other costs. This £250.00 will be offset against the total amount due at the commencement of your tenancy.

Referencing Procedure

References usually take between 10 and 14 days, although we cannot guarantee this. Vanderpump & Wellbelove are not responsible for the payment of charges raised in respect of references provided by banks or building society.

ALTHOUGH WE WILL ENDEAVOUR TO MOVE YOU INTO THE PROPERTY ON YOUR REQUESTED DATE, THIS CANNOT BE GUARANTEED, THEREFORE, WE STRONGLY ADVISE THAT YOU DO NOT BOOK REMOVAL VANS, TRANSPORT, TIME OFF WORK, ETC UNTIL YOU HAVE FIRM CONFIRMATION FROM US THAT THE PROPERTY IS READY FOR YOUR TENANCY TO COMMENCE. SHOULD YOU BOOK ANY OF THE ABOVE MENTIONED, AND WE CANNOT MOVE YOU IN ON YOUR REQUESTED DATE, WE CANNOT AND WILL NOT BE HELD RESPONSIBLE FOR COSTS INCURRED.

At the commencement of the tenancy, and before taking possession of the property, the following payment will be due and will only be accepted by us in the form of Bankers Draft or Building Society Cheque. Cash will also be accepted. Alternatively, we accept all major credit cards, however, these are subject to a **3% surcharge**. Debit cards are accepted with no surcharge.

One months rent in advance

Deposit equivalent to one and a half months rental (held by Vanderpump & Wellbelove **WITHOUT INTEREST** in accordance with the terms of the Tenancy Agreement.

Premium for the contents insurance (amount depends on the cover you take)

Contents insurance is a compulsory measure. You will be required to take up this option with Vanderpump & Wellbelove unless you can prove alternative insurance has been provided. The management team at our School Road Tilehurst office will set up the contents insurance and you will be required each year to renew the insurance. It is up to you as the tenant to ensure that this policy is kept renewed, should you wish to forward the renewal money to us each year we will renew your policy for you, however, reminders for contents insurance are not sent out.

Tenancy Agreements are signed in our office only. Once the Tenancy Agreement has been signed and payment made, the inventory of contents will be checked by a representative of Vanderpump & Wellbelove at your check in, this procedure can take up to two or three hours depending on the size of the property. It is in your interest that the inventory is checked thoroughly at the commencement of the tenancy as you will be held entirely responsible for the difference in condition at the end of the tenancy (fair wear and tear accepted). When the inventory has been checked and signed, the keys will be handed over to you allowing full possession of the property.

PLEASE NOTE

All terms of your tenancy are or will be contained in your written Tenancy Agreement and no alterations will be permitted thereto unless requested and accepted in writing.

Payment of Rent

Your rent due date is the day that your tenancy commences. However to ensure our client receives cleared funds on the rent due date your standing order will be predated by 2 days. For tenants paying by cheque we require payments to be made 7 days prior to rent due date.

Inventories

If applicable, a detailed inventory will be prepared prior to you moving into the property. You will be asked to sign one copy at our office prior to moving in. You will be provided with two further copies to take away. Contents should be thoroughly checked and a signed copy with any comments and amendments should be returned to our office within 7 days. Should you fail to return a copy, the inventory signed in the office will be used to check you out of the property.

At the end of your tenancy keys should be returned to our office with your forwarding address. Our Inventory clerk will check the property from the signed inventory and will make an unbiased opinion of any dilapidations. The tenant will be entirely responsible for any differences between the Inventory and Check Out Report, fair wear and tear accepted.

Please ensure that particular care is taken in replacing items in the rooms as stated on the Inventory, this will enable us to check the property and its contents correctly.

Utilities

You are responsible for the following services:- gas, electric, council tax, water, TV license and telephone. We will arrange for services other than TV license and telephone to be transferred into your name, however we do ask that you confirm the meter reading. It will be your own responsibility to advise the telephone company and any cable or satellite suppliers, any connection fees are the tenant's responsibility.

Please do not change any utility companies, an administration charge of £50 will be made to reverse the change.