



## **FEES TO TENANTS:**

### **BEFORE YOU MOVE IN:**

#### **Referencing**

You can provide your own referencing, please ask us for a list of the information we will require.

**This service is FREE**

We provide a referencing service which is £24 (£20+vat) per person/guarantor

#### **Holding deposit:-**

- This will be equal to 1 week's rent and is payable when you apply for the property.
- This deposit may be used towards your 1st month's rent or 5 week deposit.
- This deposit may be retained for the following reasons:
  - Applicant fails rent to rent checks.
  - Applicants give false information on their application.
  - Applicants withdraw from the property.
  - Applicants fail to do reasonable steps to complete application process

#### **Deposit : this will be equal to 5 weeks rent:-**

This must be paid before you can move into the property

- To cover property damage / unpaid fees and unpaid rent. This deposit can not be used for the last month's rent. This will be protected in a Government-Authorised scheme and may be returned at the end of the tenancy subject to the property being returned in a suitable condition.

#### **1st Month's rent in advance**

This must be paid before you can move into the property

## **DURING THE TENANCY:**

Amendment Fee                      £60(Inc VAT)

- Contract negotiation, amending terms and updating your tenancy agreement during your tenancy

### Lost Keys

- Tenants will be charged a reasonable fee for lost keys, this may include the replacement of locks for security reasons

### Late Rent

- Tenant will be charged interest at 3% over base rate for late rent.

### Contractor appointments

- Failure to attend any appointment with a contractor will result in the tenant being charged a call out fee by the contractor.
- The tenant will be advised of any appointments by phone, in writing, via text or via email by Ridgewater Property Ltd or the contractor in advance.

## **General information about you tenancy:**

### Moving in:

- Move in and key collections are only done during normal office hours (Monday to Friday 9.00am - 5.00pm Excluding bank holidays)
- If you have a guarantor they will be required to come into our office to sign the tenancy agreement. If they cannot come to our office to sign, the agreement must be signed at least 15 days prior to the move in date.
- On the day of moving, or before with prior arrangement, you will be required to meet us to sign your tenancy agreement, etc. All applicants over the age of 18 and Guarantors will be required to sign the tenancy agreement and any notices.
- Your first months rent and deposit are payable at this time. We would ask for this to be paid by cash on the day you move in or cheque/bank transfer 5 working days before you move in.
- We will also ask you to sign a standing order mandate for payment of subsequent months rent. Where a joint account is not held, please nominate one account from which all the rent can be paid.
- Tenants in receipt of housing benefit / universal credit understand that it is their responsibility to complete the benefit application process.

### Paying your rent

Rents are generally paid monthly in advance and must be received on your rent due date (i.e the day of the month on which your tenancy started). Rents are paid by standing order three days before the rent due date, in order that it is received by us in time. Once the tenancy agreement is signed it is not possible to change your rent payment date, please ensure that the rent due date suits your circumstances, ie pay day.

Deposit return

- The tenant agrees to provide details of their forwarding address no later than two weeks prior to the end of their Tenancy, and provide relevant proof of this new address accordingly.
- Ridgewater Property Ltd agree to release the tenants deposit in full within 14 days of the end of tenancy, providing the following conditions have been met;
- Any outstanding rent or fees have been paid in full
- Any issues found during the check-out have been addressed and paid for by the tenant (such as cleaning, repairs, missing property, etc.).
- The tenant has provided evidence that all utility accounts (water/gas/electricity/council tax etc.) have been closed and paid in full

**Tenancy Agreement**

I confirm that I have received a copy of the Ridgewater Tenancy Agreement before committing to this property.

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF STAFF**

**Ridgewater are members of The Property Ombudsman and have Client Money Protection with CMP**



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T/A Ridgewater Sales and Lettings