

SUMMARY OF FEES

Kingston Lettings Limited do not charge value added tax (VAT) and the figures stated are exclusive of VAT

COSTS PER PERSON							
NO OF BED ROOMS PER PROPERTY		1	2	3	4	5	6
1	documentation charges per PERSON	150	150	150	150	150	150
2	check out at the end of tenancy per PERSON	200	70	70	70	70	70
3	deed of assignments IF REQUIRED by tenants per PERSON	250	250	250	250	250	250
4	tenancy renewals IF REQUIRED by tenants per PERSON	75	75	75	75	75	75

1 What are 'documentation charges' ?

This charge is applied per person in relation to document preparation and administration and includes sending out and receiving the tenancy application, providing explanations to queries, coordinating with intended tenants, obtaining the required details of the tenancy application, obtaining and checking relevant supporting documents, raising any queries and informing the progress of the application to the prospective tenant and generally endeavouring to finalise the application process as soon as possible.

The charge also includes checking personal details, guarantor details, guarantor and prospective tenants' credit worthiness and suitability, current and previous landlords' details, prospective tenant bank details, if necessary contacting third parties and obtaining confirmation, responding to prospective tenant's queries, checking bank accounts and verifying appropriate payments by tenants and confirming the receipts. Providing the required information and papers to Landlord, dealing with Landlords' queries and obtaining approval. Communicating with the applicant whether application is approved and informing the prospective tenant of the next steps, collating tenant information and registering deposits and coordinating and updating third parties.

Please note that the agent or Landlord reserves the right to conduct checks as he sees fit and necessary and are dependent on the tenants' circumstances and information provided. Finally, the documentation charge per person includes preparation and checking of tenancy agreements, time spent on making appointments and meeting tenants, presenting agreement, dealing with queries, obtaining signatures and providing a copy immediately prior to the completion of any new lease.

The documentation charges are payable immediately on or prior to the completion of any new lease.

2 What are 'check out' costs at the end of tenancy?

When the Tenants moves out of the property, an inventory clerk will meet at the Property, carry out a 'check out', take readings of utility meters and take possession of the keys. The check out charge therefore relates to the time spent on the check out documentation (which compares the condition at the check in and at check out). The check out charges are payable immediately on or prior to the completion of any new lease.

3 What are 'deed of assignment' costs?

Should a Tenant wish to leave the property before the end of the term of the contract, it is possible assign the tenancy agreement, but this is subject to tenancy agreement conditions, and landlords' approval. The

'Deed of assignment' (DOA) charge includes time spent on queries regarding the assignment, explanations and documentation. Preparing and checking the deed of assignment, time spent on co coordinating and arranging the signing meeting convenient to all parties, obtaining signatures on the DOA and providing a copy immediately prior to the completion of the assignment.

The charge also covers, if applicable, the time spent on preparing, coordinating, instructing the check in and check out, coordinating and arranging the check in and check out meeting convenient to all parties, costs of check in and out, addressing matters raised at the checkout and check in, time spent on dealing with queries from the outgoing tenant and 'replacement tenant', checking and obtaining confirmation from remaining tenant of any liabilities outstanding by the 'outgoing tenant' and changing database records, checking, preparing final rent accounts and dealing with queries, transferring any remaining deposits and time spent on checking and changing deposit registration details. The deed of assignment costs are payable immediately on or prior to the completion of any deed of assignment.

4 What are 'tenancy renewal' charges?

Should all of the Tenants to a tenancy agreement wish to renew their tenancy agreement, subject to landlords' approval, the costs are in respect of items listed in no 1 above. The costs are payable immediately on or prior to the completion of any new tenancy agreement.

Kingston Lettings Ltd is a member of the Property Redress Scheme (PRS).