

Moving with County Property Management

Welcome and thank you for contacting us.

We have been established for over 30 years. We are full members of ARLA, Safe Agent and The Property Ombudsman, making County Property Management a name you can trust.

You should always choose your agent with care, only considering those displaying these trusted accreditations which provide the assurance that you will receive both a high standard of service and the peace of mind that comes with the knowledge your money is protected and your agent abides by a strict code of conduct.

We are required by law to disclose all charges and the information given below is provided to ensure you are fully informed of any fees and costs involved in renting a property through County Property Management. The fees cover work that will vary according to the circumstances of the tenancy and will include, amongst other things conducting viewings, providing expert local knowledge of the area, including schools and transport links, negotiating the tenancy, verifying and checking references, drawing up and negotiating the terms of the Tenancy Agreement.

Please do call if you have any questions or to receive the very latest property updates as they become available.

We genuinely look forward to connecting you with your next property.



Agency fees *Please note that these charges are non-refundable*

£252.00 (£210.00 + VAT) for 1 adult applicant

£204.00 (£170.00 + VAT) for each additional adult applicant

£240.00 (£200.00 + VAT) for a company tenant

£180.00 (£150.00 + VAT) for each guarantor

£60.00 (£50.00 + VAT) for changing any terms that have already been agreed, including changing the tenancy commencement date which will necessitate amended documentation to be produced.

£42.00 (35.00 + VAT) for undertaking right to rent review checks where a time limit has been established

Inventory check out charges:

Unfurnished charges

Studio	£114.00 (£95.00 + VAT)
1 Bed	£138.00 (£115.00 + VAT)
2 Bed - 1 Bath	£150.00 (£125.00 + VAT)
2 Bed - 2 Bath	£168.00 (£140.00 + VAT)
3 Bed - 1 Reception	£228.00 (£190.00 + VAT)
3 Bed - 2 Reception	£258.00 (£215.00 + VAT)
3 Bed - 3 Reception	£300.00 (£250.00 + VAT)
Per additional room	£24.00 (£20.00 + VAT)

Furnished charges

Studio	£138.00 (£115.00 + VAT)
1 Bed	£156.00 (£130.00 + VAT)
2 Bed - 1 Bath	£174.00 (£145.00 + VAT)
2 Bed - 2 Bath	£192.00 (£160.00 + VAT)
3 Bed - 1 Reception	£252.00 (£210.00 + VAT)
3 Bed - 2 Reception	£276.00 (£230.00 + VAT)
3 Bed - 3 Reception	£336.00 (£280.00 + VAT)
Per additional room	£36.00 (£30.00 + VAT)

Completion requirements

Prior to moving in you need to pay:

- First rent payment
- Tenancy deposit - Usually equal to one and a half month's rent but you will be notified if a larger deposit is required, for instance if pets are kept at the property.
- Check out fee

Acceptable methods of payment:

- Debit card/Bank transfer
- Credit card - payments must be made at least 48 hours in advance of the tenancy commencement

Please note: There is a surcharge of 2.5% for payment with a credit card or an overseas debit card

Insurance

You will need an insurance policy covering you against accidental damage. Get a quote online by visiting www.hislininsurance.com/tenants or calling 01534 515161



What happens if my tenancy is renewed?

Should your tenancy be renewed you will be required to contribute **£114.00** (£95.00 + VAT) towards the renewal charges.



Fees that may be payable during the Tenancy Term

General Fees - payable to County Property Management



- £35.00 + VAT (£42.00) for any aborted pre-arranged visit to the property
- £35.00 + VAT (£42.00) for supplying any written reference
- £50.00 + VAT (£60.00) to allocate any refund of deposit to multiple accounts
- £25.00 + VAT (£30.00) for any refund of a tenancy deposit by cheque; no charge is payable when made via BACS
- £25.00 + VAT (£30.00) for a replacement copy of the Inventory or Tenancy Agreement
- £75.00 + VAT (£90.00) for each Endorsement to the Tenancy Agreement
- £25.00 + VAT (£30.00) for any refund of overpaid rent as a result of failure by the tenant to cancel the standing order mandate
- £50.00 + VAT (£60.00) for the first instruction to a contractor and supervision of works noted as tenant responsibility following tenancy check out
- £25.00 + VAT (£30.00) for each subsequent instruction to any contractor
- £150.00 + VAT (£180.00) for producing, subject to landlord consent, a new Tenancy Agreement where the tenant wishes to rescind a notice to surrender and remain in the property
- £175.00 + VAT (£210.00) for any unlawful termination of the tenancy agreement

Default Fees - payable in connection with any tenant default during the term of the tenancy

- £35.00 + VAT (£42.00) for any letter
- £80.00 + VAT (£96.00) for the service of any notice
- £45.00 + VAT (£54.00) for any visit to the property made by the staff of the landlord's agent
- £55.00 + VAT (£66.00) per month for each month a tracing agent is instructed to locate any tenant who has vacated the property without providing a forwarding address. In addition, the tenant will be responsible to the agent for the fees charged by the tracing agent.