

Summary of Standard Fees to Tenants

BEFORE YOU MOVE IN



Holding Deposit Fee	This is taken at the point an offer is being made by the applicant to the landlord. The Holding Deposit Fee is the equivalent of 2 weeks of the offer amount being made. This payment will be offset against the total balance due from a tenant prior to moving in. Should a tenancy not proceed due to unacceptable references or the tenant withdraws their application then the reservation fee will not be refunded and will be forwarded to the landlord. Should the landlord not accept the offer made, this amount is fully refundable.			
Reference Fee	£30	This is taken at the point an offer is being made by the applicant to the landlord. A reference fee of £30 is payable by each tenant and each guarantor in the contract. A reference fee is not payable for permitted occupants. This payment will be offset against the total balance due from a tenant a tenant prior to moving in. Should references fail, this charge is not refundable. Should the landlord not accept the offer made, this amount is fully refundable.		
Credit Card Fee	A credit card fee of 3% is added for any payments made using VISA or Mastercard. There is no charge for UK Debit Cards. A foreign VISA Debit card is charged at 3%. We do not accept any other types of card types			
Administration Fee	£220	Includes identity, immigration and visa confirmation for all tenants and guarantors and preparation of tenancy agreement. This is paid before move in.		
Standard Deposit	Six weeks of the offer made. This will be protected in a Government-authorized scheme			
Accompanied Check in	Studio	1 bed	2 bed	3 bed
	110	130	160	220

DURING YOUR TENANCY

Unpaid Rent	The 5th day rent due reminder is sent free of charge. The 14 th day rent due reminder is charged at £30 and the 21 st day rent due reminder is charged at £75			
Rent Invoice / Statement	£12	For each written rent invoice/statement for each rent demand if requested		
Breach of tenancy letter	£24	For each written communication sent to the Tenant (email or letter) in relation to breaches of the Tenancy Agreement		
Lost Keys	£30	Arranging replacement keys/fobs with locksmith, landlords or management companies. This fee does not include the cost of the keys which will be charged separately.		
Tenancy Renewal Fee	£150	Contract negotiation and arranging further tenancy and agreement		
Aborted property visit	£90			
Aborted Check in/out	As per cost above			
Amendment Fee	£150	Contract negotiation, referencing if required, amending terms and updating your tenancy agreement during your tenancy. Subject to landlord agreeing to a change to the tenancy.		
Dilapidation Statement	£90	Preparation of dilapidation statement prior to the return of the deposit. There will be no charge if no professional cleaning is required or if no damages or rent arrears are deducted from the deposit.		
Allowing access to property outside of business hours	£50	Cost of travelling to office to obtain keys, travelling to tenants' home and giving access and returning back to the office		

All of the above fixed fees are inclusive of VAT. London Executive is not a member of a Client Money Protection Scheme. All of our deposits are protected under the custodial scheme of the Deposit Protection Service. Independent redress provided by The Property Ombudsman.

