

## Country Properties Welwyn Garden City Lettings Price List

This Office is not part of a Client Money Protection Scheme		NALS Ref;
This Office is part of the Redress Scheme		The Property Ombudsman
<b>TENANT/APPLICANT FEE(S);</b>		<b>Price Including VAT</b>
<b>Application Fee</b> (for the 1 <sup>st</sup> Applicant) <i>Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement</i>		£210 1 <sup>st</sup> person
<b>Application Fee</b> (for each additional applicant) <i>Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement</i>		£102
<b>Application Fee – Guarantor Fee</b> (per Applicant) <i>Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement</i>		£102
<b>Check Out</b> <i>Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)</i>		£96
<b>Renewal Fee</b> (Split between Landlord & Tenant) <i>Contract negotiation, amending &amp; updating terms and arranging a further tenancy &amp; agreements</i>		£48
<b>Late rent payment fee</b> <i>Administration charge in the event that any rent payment is received any later than by the rent due date.</i>		2% above bank of England base rate
Letters confirming address/rent		£30 per letter
<b>Deposit paid by tenant</b> (not subject to VAT)	<ul style="list-style-type: none"> <li>* 1 ½ months rent</li> <li>* 1 months rent</li> </ul>	

All charges correct at time of print

- The asking rent does not include any fees payable. Each tenancy is subject to a fee as listed above, payable on application for the property. An extra payment may be payable for each additional applicant and any guarantor application. This payment is an administration charge to cover our costs such as requesting references and the removal of the property from the market.
- Properties will remain available until all completed application forms and the administration fee is received by Country Properties.
- We confirm that we will not share your information with any third party other than our client, and other businesses within the Country Properties group, without your consent. More information on how we hold and process your data is available on our website – [www.CountryProperties.co.uk](http://www.CountryProperties.co.uk)
- On completion of an application form, please provide identification (driving licence/passport/recent utility bill).
- Should the references be unsuitable or the application is withdrawn, Country Properties will retain the fee to cover costs.
- The results of your references may affect our clients' acceptance of your offer. Detrimental credit checks, previous landlord/agent reference, affordability & false information being provided will all be

factors in our final decision. Please ensure that before applying that you provide full, truthful information and check with the local agent regarding affordability beforehand.

- The completion and submission of an application does not guarantee the offer of a tenancy. This is subject to satisfactory references being provided and is at Country Properties discretion.
- Applicants should be aware that in order to satisfy the criteria of our referencing agency your gross income should be equivalent to 2.5 times the monthly rent and be in permanent employment. If a guarantor is required, their gross income should be equivalent to 3 times the monthly rent (or share).
- If you have any concerns over your credit history, please speak further to a member of staff to see if other options are available to you.
- Please note that if you do not meet the referencing criteria, you may have the option to pay the rent in advance (on a 6 month Tenancy you would pay 5 months up front and on a 12 month Tenancy you would pay up to 11 months in advance.) – subject to agreement by the Landlord.
- Right to Rent Checks will be carried out under the Immigration Act 2014. You must provide us with documentation which shows you have a legal right to rent in the UK. Checks will be carried out by the Agent to verify this. In order to meet the legal requirements you must provide us with various documents such as; Passport, Endorsed passport giving permission to reside in the UK, immigration documents endorsed by the Home Office etc; please ask your local office for further clarification or visit [www.CountryProperties.co.uk/rent/righttorent](http://www.CountryProperties.co.uk/rent/righttorent). Should the Right to Rent Checks fail by law we will be unable to allow the Tenancy to

commence and the fees paid will not be returned.

- A Tenant is warned that the Landlord's Insurance policy does not cover his possessions. The Tenant should hold adequate insurance to protect against accidental damage caused by the Tenant to the Landlords Fixtures and Fittings at the Premises as described in the Check-in Inventory and Schedule of Condition. The Tenant should consider their need for Insurance to cover their own personal possessions
- A Deposit must be paid at the start of the agreed Tenancy, prior to move in along with the first months rent. Our normal deposit amount will be equal to six weeks rent (of the agreed rent). Where Liability Insurance is taken a lower amount may be payable – please ask in branch for more details.
- For any other charges applicable during the tenancy please see a copy of the Tenancy Agreement, a (draft) copy of which will be given to you on Application.
- A fee will be due, as listed above if you wish to extend your tenancy to cover our administration.
- It is your responsibility to insure your own belongings throughout the tenancy.
- You are responsible for any administration charges levied by your own bank in relation to obtaining a reference.
- All charges levied by Country Properties are subject to the addition of VAT at the prevailing rate.
- Country Properties reserve the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.
- Monies received, as processed by Country Properties Property Group are on behalf of the Agent who this contract is with.
- Payments must be made IN CLEARED FUNDS, please ask in Branch for details