



YOUR LOCAL AGENTS

WEB: www.sajaestateagents.co.uk | **EMAIL:** info@sajaestateagents.co.uk | **PHONE:** 01252 962131

Tenants' Guide to Charges

Saja Estate Agents Ltd is a member of a redress scheme provided by Property Redress Scheme, www.theprs.co.uk.

Copies of the PRS Code of Practice plus our complaint handling procedure are available from our office. Please note the charges listed below are the MAXIMUM fees that will be applied unless otherwise stated.

Charges

	England	Wales
First month's rent	In advance	In advance
Tenancy Deposit Limit	5 or 6 weeks depending upon The rental amount	Unlimited
Holding Deposit	Maximum one weeks rent	Maximum one week's rent
Early termination when requested by the tenant	£20 inc. VAT and a charge not exceeding the financial loss experienced by the landlord	£20 inc. VAT and a charge not exceeding the financial loss experienced by the landlord
Default charge for late payment of rent	Limited to interest charged at 3% above Bank of England base rate, when rent is more than 14 days late	Limited to interest charged at 3% above Bank of England base rate, when rent is more than 14 days late
Default charge for replacement of lost key or security device	Equivalent to cost incurred	Equivalent to cost incurred
Changing the tenancy documents after the commencement of the tenancy (at tenants request)	£50 inc. VAT £41.67 excl. VAT	No Charge
Utilities, communication services, TV licence and council tax	As agreed with service provider	As agreed with service provider

You will be charged the following fees if the annual rent exceeds £100,000 or the property is occupied by a Company or the property is not used as a main or primary home

	Cost (inclusive of VAT)	Net (exclusive of VAT)
Check-in Fee checking into the property and reviewing inventory	minimum of £72	minimum of £60
Tenancy Agreement and Setup drafting and execution of document if supplied by us	£495.00	£396.00
company Referencing Fee inc verification of details, credit check and Companies House check	100.00	£80.00
Extension Agreements Fee negotiating and drafting extension to the fixed term	£100.00	£80.00
Damage Fee checking replacement item with inventory and arranging for damage to be rectified on conclusion of tenancy	£90 .00	£75.00

Administration Fee set up of monthly standing order for rental payments, collecting and holding the Security Deposit as Stakeholder, issuing protection certificates	£50 .00	£41.67
Arrears Fee	£30.00	£25.00
Overpaid Rent Fee	£30.00	£25.00
Deed of Guarantee Fee drafting Deed, negotiating clauses and executing document	£75.00	£62.5
Guarantor Referencing Fee inc verification of details, credit check, employer and accountant reference (if available	£100 (Per Guarantor)	£83.33

Please note: The Initial Monies will be confirmed and must be paid by debit card or bank transfer. WE DO NOT HAVE THE FACILITIES TO ACCEPT CASH.

Logo PRS

Logo DPS