



YOUR LOCAL AGENTS

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COMMISSION FEES AND CHARGES

TENANT FIND SERVICE

Sole Agency: 8.5% including VAT paid annually in advance.

Joint Agency: 10% including VAT paid annually in advance.

RENT COLLECTION SERVICE

Sole Agency: 10% including VAT Payable Monthly

Joint Agency: 12.5% including VAT Payable Monthly

FULL MANAGEMENT SERVICE

Sole Agency: 12.4% including VAT Payable Monthly

Joint Agency: 13% including VAT Payable Monthly

OTHER CHARGES

Tenant/Guarantor Reference Fee per person £50 including VAT.

The cost of having professional reference checks carried out on each tenant and guarantor (if applicable).

Tenancy Agreement Fee

Assured Shorthold Tenancy Agreement £300 including VAT.

Company Let Tenancy Agreement £350 including VAT.

Right to Rent Fee £30 including VAT

The cost of Saja conducting Right to Rent checks on each tenant.

Inventory Fees Check-in/Check-out

1 – 5 bedroomed properties (depending on size) £101.20 – 301.40 including VAT

For larger properties please request a quotation

Aborted Check-out fee £60 including VAT.

An inventory Compilation charge will apply for new tenancies. These charges will be clearly outlined in your Terms and Conditions.

Please note that it may be necessary to increase inventory charges in certain cases where the overall size of the property is more than the number of bedrooms would usually indicate (e.g. more bathrooms or reception rooms than average)

Deposit Registration Fee £50 including VAT*

Paid in advance.

Costs incurred in registering the Tenant's deposit under the Government approved The Deposit Service (DPS), payable at the commencement of each tenancy and on each renewal.

Tenancy Extension Fee £100 including VAT*

The issuance of extension paperwork sent to the tenant and Landlord for signature on each renewal.

Instruction Withdrawal £100 including VAT.

If a client withdraws instruction after an acceptable tenant has been found, we reserve the right to make a charge to cover our administrative costs.

Additional Inspections

To inspect vacant properties or additional inspections £60 including VAT

Sale of Property 1.25% including VAT

This fee is payable in the event that the property is sold to the tenant, any associated party, or the person introduced by Saja.

* Charged Annually

Fees correct in Oct 2021.

TENANT FEES

In addition to paying rent for the property, you may also be required to make the following permitted payments:

Holding Deposit (per tenancy)

One week's rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraws from the tenancy, fail a Right- to-Rent check, provide materially significant false or misleading information, or fail to sign their

tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Security Deposit (per tenancy. Rent under £50,000 per year)

Five weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Security Deposit (per tenancy. Rent of £50,000 or over per year)

Six weeks' rent. This covers damages or defaults on the part of the tenant during the tenancy.

Unpaid Rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Lost Key(s) or other Security Device(s)

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

Variation of Contract (Tenant's Request)

£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request)

£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.