



## Tenant guide to fees 2018

Initial set-up costs	Inc. of VAT	Exc. of VAT
<b>Payment of intent</b> (paid when offer is accepted and forms part of security deposit)	Usually 1.5 weeks' rent	
<b>Referencing</b> (per tenant and guarantor)	£60	£50
<b>Tenancy agreement</b>	Complimentary	
<b>Security deposit</b> (returnable at end of tenancy subject to condition of property)	Usually 6 weeks' rent	
<b>Inventory check-in</b> (dependent on size of property)	£120-£216	£100-£180

Other possible costs	Inc. of VAT	Exc. of VAT
<b>Amendments to terms during tenancy</b> (if you request and approved by landlord)	£90	£75
<b>Outgoing reference</b> (if you or a future landlord requests)	Complimentary	
<b>Renewal documents</b>	Complimentary	
<b>Change of sharer</b> (subject to landlord approval)	£180	£150

See **Guide for prospective tenants** document for detailed information.

Urban Patchwork operate a Client Money Protection Scheme provided by Propertymark and an independent redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk). Copies of the TPO Code of Practice plus our complaint handling procedure are available in our branch.