



Tenants' Guide to Charges

Little Estate Agents are covered and protected by the Client Money Protection Scheme. We are also a member of the redress scheme provided by The Property Ombudsman www.tpos.co.uk.

Copies of the TPO Code of practice along with our complaints process are available in branch.

Charges Applicable in England – maximum fee detailed below. We do not have the facilities to accept cash.

First month's rent	Payable in advance
Tenancy Deposit Limit	5 weeks' worth of rent. If opting into the deposit replacement scheme, please refer to the insurer.
Holding Deposit	1 weeks rent
Early Termination when requested by the tenant	£30 inc. VAT and a charge not exceeding the financial loss of the landlord
Changing the tenancy documents after the commencement of the tenancy, at the tenants request	£41.67 excl VAT, £50 VAT included
Default charge for replacement of lost key, fobs or security devices	Equivalent to cost incurred
Default charge for late payment of rent	Limited to interest charged at 3% above the Bank of England Base Rate, when rent is more than 14 days late.
Utilities, communication services, tv licence and council tax	As agreed with the service provider

The following applies for rents in excess of £100,000 annually, or if a company occupies the property.

Check-in Fee checking into the property and reviewing the inventory	Min fee: £72 vat inc. £60 vat excl.
Tenancy Agreement and Setup drafting and execution of document if supplied through us	£300 vat inc. £250 vat excl.
Administration Fee set up of monthly standing order for rental payments, collecting and holding the security deposit as a stakeholder, issuing protection certificates	£50 vat inc. £41.67 vat excl.
Company Referencing including verification of details, credit checks and Companies House Check	£175 vat inc. £145.58 vat excl.
Individual Referencing Fee (per person)	£75 vat inc. £62.50 vat excl.
Extension Agreement Fee negotiating and drafting extension of the fixed term	£125 vat inc. £104.17 vat excl.
Damage Fee checking replacement item with inventory and arranging for damage to be rectified on conclusion of tenancy	£90 vat inc. £75 vat excl.
Change of Sharer	£300 vat inc. £250 vat excl.
Overpaid Rent Fee	£30 vat inc. £25 vat excl.
Arrears Fee	£30 vat inc. £25 vat excl.
Pet Licence	£75 vat inc. £62.50 vat excl.
Guarantor Referencing Fee (if attached) inc. verification of details, credit check, employer and account reference if available	Per Guarantor £100 vat inc. £83.33 per guarantor
Deed of Guarantee Fee drafting Deed, negotiating clauses and executing document	

¹ Little Estate Agents Ltd is a trading name of Little Estates & Investment Ltd who are registered with Companies House, Company No: 12054749. Little Estate & Investment are proud members of the Property Redress Scheme, Membership No; PRS016713, as well as proud members of the National Landlord Association, Membership No: 158825

