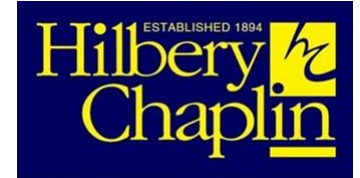


[www.hilberychaplin.co.uk](http://www.hilberychaplin.co.uk)

## FEES TO TENANTS:



Hilbery Chaplin are members of a client money protection scheme through RICS and are also members of ARLA.

Hilbery Chaplin are members of The Property Ombudsman independent redress scheme.

### **£300 Inc. Vat: Reference and administration fee for the initial tenant**

- Compiling, submitting and completing reference reports for submission to your prospective landlord\*
- Obtaining acceptance of your reference reports from your prospective landlord
- Production of the tenancy agreement including any the move-in date
- Production of the deed of guarantee if applicable to be signed
- Obtaining & verifying all safety certificates and consents are in place prior to the move-in date
- Arranging quotes and organising any work required pre-let
- Ensuring all paperwork is complete and In place prior to the move-in date
- Arranging for the appropriate deposit documentation to be signed
- Taking payment of the move in monies
- Registering the deposit with the TDS and issuing a certificate of registration, where applicable

### **£120 Inc. Vat: Per additional tenant**

### **£60 Inc. Vat: Agreement, check in, inventory contribution fee per tenant**

### **£60 Inc. Vat: Per Guarantor**

### **£500 Inc. Vat: Company let reference and administration fee**

**IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES, PLEASE DO NOT HESITATE TO ASK A MEMBER OF STAFF.**