



PROFESSIONAL

ADMINISTRATION FEES - 2017

**A Non-Refundable Administration Fee is payable
Upon reserving any property.**

Single Tenant Contract(s)

	Total Fee <i>£ (incl. VAT)</i>	Total Renewal Fee <i>£ (incl. VAT)</i>
1 tenant	£255.00	£150.00

Multiple Tenancy Contracts

	Total Fees <i>£ (incl. VAT)</i> <i>per tenant</i>	Total Renewal Fees <i>£ (incl. VAT)</i> <i>per tenant</i>
2 tenants	£200.00	£100.00

***The above Administration Fees include the Referencing,
Deposit Protection fee, Tenancy Agreement & Inventory.***

Late Rent (more than 5 working days) **£30.00 Inc. VAT**
Interest on overdue rent (more than 28 days) **5.2% of rent Inc. VAT**

Bounced Payment (*Cheque or Standing Order*) **£30.00 Inc. VAT**

Cancellation and Replacement of Deposit Return Cheques
(e.g. caused by failure to advise change of home or forwarding address)
£30.00 Inc. VAT

We reserve the right to refuse any tenant.

Universal Property Management