STUDENT

ADMINISTRATION FEES – 2017

Administration Fees, Good Faith Fees and/or Holding Deposits payable upon reserving any property are **ALL Non-Refundable.**

Refundable Security Deposits, converted from Non-Refundable Holding Deposits are refundable (or balance thereof) at the end of the fulfilled tenancy. Good Faith Fees are converted into the first month's rent upon the successful commencement of the tenancy.

Single Tenant Contract(s)

	Total Fee *£ (incl. VAT)*	Total Renewal Fee *£ (incl. VAT)*
1 tenant	**225.00**	**175.00**

Joint Tenancy Contracts

	Total Fees *£ (incl. VAT)* ***per tenant***	Total Renewal Fees *£ (incl. VAT)* ***per tenant***
2 tenants	**180.00**	**135.00**
3 tenants	**160.00**	**115.00**
4 or more	**140.00**	**100.00**

Debit & Credit Card Fees

UK Debit Card	-	No charge
Non-UK Debit Card	-	2.5% *Inc. VAT*
All Credit Cards	-	2.5% *Inc. VAT*

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*

Registration of utilities

Unless explicitly included in the rent, it is a requirement of your tenancy agreement to register with Utility Companies and provide the meter readings (gas, electric & water companies). As an additional service to you we can do this for you for which there will be a charge of £30.00 Inc. VAT per utility provider.

We reserve the right to refuse any tenant.

Universal Property Management