

Student admin fees

For our student properties, our administration fee is £118.80 (£99 + VAT) per applicant

This is charged for processing your application and covers:

- Gathering, collating and entering your personal details on our management database system
- Originating your tenancy agreement, guarantor forms and calculating the payment structures for the tenancy
- Chasing up completed documentation prior to the tenancy
- Credit checking and referencing applicants and guarantors where deemed appropriate
- Your Guide to Living in a Shared House

We will require the administration fee from each applicant in order for us to stop marketing the property you have chosen, and to stop carrying out further viewings.

Professional admin fees

For our professional properties, our administration fee is £118.80 (£99 + VAT) per applicant (a family unit counts as one applicant)

This is charged for processing your application and covers:

- Gathering, collating and entering your personal details on our management database system
- Originating your tenancy agreement, guarantor forms and calculating the payment structures for the tenancy
- Chasing up completed documentation prior to the tenancy

We will require the administration fee in order for us to stop marketing the property you have chosen, and to stop carrying out further viewings.

For professional applicants we will also carry out a reference and credit report at a cost of £50 (£41.67 + VAT).

Debit/credit card fees

We would prefer for you to make rent payments by standing order or post-dated cheques. We can also take debit and credit card payments but unfortunately our bank charges us for each transaction which we will pass on to you, so we would suggest using the other methods which are free.

Late payment of rent

It is important that you pay your rent on time – if you are late with payments, we will charge you a late payment fee of £3 per day.