

Below is a summary of all fees we may or may not charge to you as a tenant applying for or taking up a tenancy in a property which is let and/or managed by us. All figures quoted include any relevant VAT

Application Fees for Tenancy

Application Fees:

- Application fee: £90.00 includes 1st tenant
- Additional tenant or guarantor fee: £45.00 for each additional tenant or guarantor

Property Holding Fee:

A Holding Fee of £200.00 is requested to secure a property once your application is successful. It will then be used towards your security deposit when you move into the property. Please note the Holding Fee is non-refundable if you withdraw from renting the property. See separate guide for details of how Holding Fees are used.

Pet Deposit:

If your landlord agrees to pets being in the property, there may be an additional one-off advance payment to the landlord; an increase in the security deposit payable; or a small increase in the rent due. The amount will depend on circumstances so if you have pets, please contact us for confirmation of the additional costs involved in your case before you apply for a property.

Administration Fees during Tenancy

Schedule of Fees:

There are some occurrences for which we retain the right to charge fees to cover additional work involved by us during your tenancy. These additional fees are set out below:-

Tenancy Renewal Fees

Unless otherwise advised, your initial tenancy agreement will become a statutory periodic tenancy once the initial term has finished (i.e. the terms of your agreement continue). For this reason there is no need to renew your tenancy and hence charge a fee for preparing a new agreement. If you choose to renew for another fixed term there will be a charge of £36.00. If your landlord makes a request to renew the tenancy for a fixed term they will pay the fee.

Tenancy Amendment Fees

If you request to amend or update the terms of your tenancy agreement during your tenancy there will be a charge of £36.00. If your landlord makes a request to amend the tenancy, they will pay the fee.

Rent Payment Fees

- Dishonoured "bounced" cheques £18.00 per cheque
- Rent reminder letters
 - 1st letter no charge
 - Subsequent letters (including letters to a guarantor) £12.00 per letter
 - Solicitor letters at cost plus £12.00
- Property visit for the collection of rent £18.00 per visit

Key Locks and Lock-outs

- Letting you into the property if you have locked yourself out
 - 9.00am to 6.00pm Monday to Friday no charge
 - Any other time (including Bank Holidays) £24.00
- Replacement of lost or damaged house keys £6.00 per key
- Any necessary replacement or repair of locks at cost plus £12.00

Duplicate Documents

- Duplicate AST agreements or inventory no charge for PDF copy
£12.00 for printed copy document

Other

- Non-attendance of pre-arranged meeting with Woo staff or contractor £18.00 per non-attended visit

Any fees applied are to be paid within 14 days of demand. We reserve the right to deduct outstanding administration fees from tenant payments received prior to allocating the balance towards your rent due.