



Please find enclosed a comprehensive list of our letting fees and charges for tenants for 2018. Should you require clarification of any of the following information, do not hesitate to speak with a member the Metro Village team.

All prices are inclusive of VAT (unless otherwise stated)

New tenancy agreement	£180.00 This is payable after your offer has been accepted and we have proceeded to draw up a tenancy agreement.
Reference fee for each Tenant	£100.00 This is payable when you place a holding deposit on a property References are carried out by an independent Third Party and include a credit check
Reference fee for each Guarantor	£60.00 This is payable when you place a holding deposit on a property References are carried out by an independent Third Party and include a credit check.
Tenancy Deposit	This is usually the equivalent of 6 weeks' rent, payable prior to the commencement of your tenancy. If Metro Village manage the property you rent, the deposit will be registered with the TDS.
Advance Rent	Rent is payable in advance for each tenancy. You will therefore need to pay, as a minimum, the first month's rent prior to the commencement of your tenancy, although the amount payable may differ dependent on the terms of your tenancy.
Inventory charges	The tenant will be responsible for paying the inventory check out at the end of the tenancy and this is taken at the start of the tenancy.

	The total cost will not exceed £168.00 (the check-out fee is based on the size of the property)
Tenancy renewal agreement	£60.00 to register with the TDS (re-registration of the deposit) £180.00 for a new tenancy agreement to be drawn up
A professional clean at the end of your Tenancy	Costs can vary depending on the size of the property and your requirements. We do advise using the third party professional cleaning company we recommend.
Replacement of lost keys	Min charge of £50.00
Changes to the parties of the tenancy agreement (Tenancy Swap).	£180.00 plus reference fee of £100.00 per tenant and / or Guarantor.
Late rental payment	£36.00 will be payable by the tenant in respect of late rental payments or cheques that are returned unpaid. Interest on late payment of rent will also be charged in accordance with the terms as stated in the tenancy agreement

Metro Village is a member of ARLA and works to the guidelines set by ARLA  
Metro Village register deposits with the TDS ensuring the security and protection of client funds

Metro Village is a member of the Property Ombudsman (TPO) scheme and subscribes to the TPO Code of Practice

