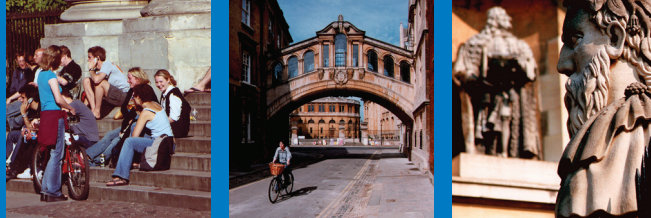


# Guide to Charges



All charges are reviewed yearly by scottfraser and can therefore be subject to change. All charges are shown including VAT at the prevailing rate unless otherwise stated.

<b>Application Fees (non-refundable)</b> Single person Company Couple or 2 sharers Family (couple with children under 18) 3 Sharers 4 Sharers 5 Sharers Guarantor	£200.00 £200.00 £290.00 £290.00 £380.00 £470.00 £560.00 £50.00
<b>Tenancy Renewal Fee:</b>	£75.00
<b>Change of Tenant Fee:</b> In shared households where 1 or more tenants wish to leave the property mid-tenancy and therefore find a replacement, the following charges will be made (subject to landlord approval and references)	scottfraser administration fee £90.00 for incoming tenant £210.00 penalty fee to outgoing tenant.
<b>Pet Fee:</b> Non refundable in cases where pets are accepted in a property	Variable depending on size of property/type of pet. Fee taken at the start of tenancy.
<b>Loss of Keys/Lock Out Fee (out of hours):</b> In the event that a tenant loses their keys In the event that a tenant is locked out of the property  <b>If master key is not available, cost of locksmith will be applied</b>	£70.50 to use master key  Cost of locksmith visit to change locks & supply duplicate.
<b>Missed Appointment:</b> (Appointments will be made by letter and email where appropriate. It is the tenant's responsibility to change the date if it is not convenient, and to present the property in good order. In the event that the scottfraser representative arrives and is not allowed access or should the property not meet the standard required to carry out the appointment then a charge will be issued and the appointment re-scheduled)	£50.00
<b>Rent Arrears Reminder Letter:</b>	£20.00 per letter
<b>Early Termination of Tenancy Fee:</b> subject to approval by landlord and conditions	4 weeks rent plus VAT
<b>Check Out Fee:</b>	From £95.00 depending on size of property and if it is furnished or unfurnished.
<b>Additional Check Out Fee:</b> This will only be charged if the property is not ready to check out at the agreed time	From £100.00