

Before you move in

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| Agency Fee This non-refundable fee payable by any applicant covers referencing and administration. This includes identity checks, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords, processing guarantor documents, contract negotiation (amending and agreeing terms) and arranging the tenancy agreements. | £180 (inc VAT) per tenant |
| Company Let agency fee Covers referencing as per above. | £300 (inc VAT) |
| Damage deposit This will be protected with your security deposit in a government-authorized scheme (MY DEPOSIT) is refundable and the end of your tenancy in line with the terms outlined in your tenancy agreement. | Dependent on rent amount (Minimum of £550 (inc VAT) per tenant) |
| Inventory plus check out | £180 (inc VAT) |

During your tenancy

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| Overdue rent late for more than 3 days (per property per month) | £10(inc VAT) |
| Section 8 notice of Housing act for breach of the tenancy send to the tenant | £100 (inc VAT) |
| Tenants failed to response to the letters from NGB LETTINGS within the given deadline in relation to breach of tenancy and as a consequence a home visit by NGB LETTINGS becomes necessary. | £50(inc VAT) |
| Rent chaser letter or letter addressed to guarantor regarding breach of tenancy. | £30 (inc Vat) per letter |
| Letter sent by solicitor to chase arrears | £180 (inc VAT) per letter |
| To return any overpaid funds or return rent due to the tenant not cancelling monthly standing order. | £30 (inc VAT) |
| If funds being paid by NGB LEETINGS to a tenants international bank account | £60 (inc VAT) |
| Fee for non-payment of a tenant invoice within 7 days. | £18 (inc VAT) |
| Tenant missed the prior made appointment by NGB LETTINGS and landlord representatives. | £50(inc VAT) |
| Removal of unauthorized bedroom door lock | £60 (inc VAT) |
| To check a problem reported by tenants and reported problem turns out to be misuse or mis-operation of the appliance on the part of the tenants. A call-out fee will occur. | £50(inc VAT) |

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| Tenant smoking inside the property | £50(inc VAT) |
| Covering the smoking Alarm | £50 (inc VAT) |
| Replacement key cutting (Security key) | £140 (inc VAT) |
| Replacement key cutting (standard key) | £25 (inc VAT) |

End of tenancy

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| Non-registration of the bills | £150 (inc VAT) |
| Early termination fee of the contact | Amount of deposit plus £200 (inc VAT) |
| Removal and disposal of any rubbish left behind after vacating the property | £20(inc VAT) per bag |
| If the tenant wishes to renew their fixed term tenancy agreement | £90 (inc VAT) per tenant |
| End tenancy cleaning : Tenants choose to use NGB lettings end tenancy cleaning service or alternatively tenant can hire third party end-tenancy cleaning company to perform deep cleaning | £245(inc VAT) per tenant for tenancy exceed and include 9 months £ 80(inc VAT) per tenant for tenancy less than 9 month |
| Missed check out appointment. | £60 (inc VAT) per appointment |

