



# STAVES

estate agents

Specialising in Residential Sales and Lettings

## Tenant Guide

We aim to be as transparent as possible when disclosing our services, procedures and fees. Whilst every care is taken, we do from time to time run seasonal promotions, so please contact us directly for an accurate assessment of your rental needs.

Staves is a member of and covered by Lonsdale client money protection scheme. We are also members of a redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk). For further details please call or visit one of our branches.

### Tenancy Set Up Fees

Tenant Reference Fee for 1 applicant    £300

Additional Applicant                            £50

Guarantor Reference Fee                        £50

### Other Charges During Your Tenancy:

Change of tenant fee                            £150

(Drafting new tenancy agreement for a change of tenant)

Landlord Reference Fee                        £25

(Reference request from another agent)

Over Paid Rent Fee                              £25

(Conducting an audit of rent paid inc bank charge for refund)

