

Administration Fee Breakdown	
Land Registry Check	£13
Credit Reference for Guarantor	£18
Credit Reference for Tenant	£18
Guarantor contract	£50
Your contract (AST)	£65
Check-in Report	£80
Check-out Report	£80
Work Reference	£30
Previous Landlord reference	£25
Total for the above items	£379

We offer a discounted price of £175 for the Administration Fee to all applicants!

Tenancy Charges			
Type	Time	Cost	Additional
Call out (not due to Landlord fault)	9am – 5pm	£30	
Call out (not due to Landlord fault)	5pm – 9am	£75*	
Call Out due to a fault that is the Landlord's responsibility	N/A	Free	
Unnecessary call to the emergency numbers	Out of office hours	£80	
i-occupy team member hourly rate	Per hour	£20	Plus call out
Late rent/charge payment chasing emails	Per email	£20	
Late rent/charge payment chasing letters	Per letter	£30	

* Depending on the circumstances you may be charged more as per your contract.

** Please see your contract for any Landlord charges.