



Hybrid Sales & Lettings  
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## Tenant Fees

All fees quoted are inclusive of VAT where applicable

Referencing Fee *	£150.00	Per applicant over the age of 18. (Applicant 1 & 2)
Referencing Fee *	£90.00	Per applicant over the age of 18 (Additional applicants)
Referencing Fee*	£90.00	Per guarantor (if required)
Tenancy Admin Fee**	£40.00	Per Property/ Tenancy Agreement
Check-in Fee	£POA	Dependant on size of property/I requirement for inventory etc.
Check-out Fee	£POA	Taken at the end of the tenancy
Dilapidations Deposit	6 weeks' rent	Secured with DPS Custodial Scheme

### Note

We do not take a holding deposit. Payment of the referencing fee will secure the property, (subject to satisfactory references, checks, and signing of tenancy agreement). However,

\* If you fail the referencing procedure the referencing fee is NOT refundable

\*\* The admin fee covers the cost of setting up tenancy agreement (usually an AST) and checking ID documents.

### Your responsibilities as a tenant

At the heart of the renting process is the understanding that, at the end of the tenancy, the property is left in the same condition as it was when you moved in (other than 'reasonable wear and tear'). It is your responsibility to ensure the property is kept in a good condition, and is treated with respect. If breakages or damages occur as a result of your actions they must be put right, and the landlord informed straight away. At the beginning of the tenancy you should make sure a thorough inventory is carried out with the landlord or letting agent. This is where both parties agree on the condition of the property and its furnishings, and it can help prevent or remedy disputes at the end of the contract. It's your responsibility to adhere to the terms and conditions of your contract, usually known as an Assured Shorthold Tenancy Agreement (AST). It is vital that you read this document thoroughly before signing it. The contract will stipulate terms regarding deposits, notice periods, specific responsibilities and actions to be taken in the event of a change of circumstance or issue with the property. As a tenant, you are also liable for the conduct of anyone else you invite into the property. If they cause damage, you will be responsible for it.

### Tenants' insurance

Check your contract, for tenants' insurance requirements. It may stipulate that you take out an insurance policy. Your landlord needs to have specific landlord insurance in place, too. It is worth checking this is in order.

### Your deposit

The landlord/ Agent has a legal obligation to secure your deposit in a tenancy deposit protection scheme. Within 30 days of signing the contract, your landlord/Agent must provide written information about where the money is being held, how you can release it and what to do in the event of a dispute.

### Landlord responsibilities

Your landlord has responsibilities to you as a tenant. These will be clarified in your contract, but will usually include:

- Proper and timely repairs and maintenance for external and structural issues, plus internal elements such as pipes, radiators/boilers and toilets/showers in the event of a breakdown
- Regular safety checks on gas, electricity and related appliances
- The provision of an energy performance certificate, giving details on the property's energy rating and costs

### Your rights as a tenant

You have the right to 'quiet enjoyment' of the property. This means that your landlord is not allowed to harass you or come around unannounced. Most contracts will stipulate the need for occasional inspections, or, if you are moving out, the requirement to show prospective tenants around, but you must be given at least 24 hours' notice of a visit. You also have the right to properly fulfil any notice periods stipulated in your contract. Tenants entering into a fixed-term contract are also entitled to fixed rent, meaning that landlords cannot increase the cost of rent unless you have signed a contract agreeing to this. Bear in mind that rents can be increased upon contract renewal, or at any time if your contract becomes periodic (a 'rolling' basis).

**Hybrid Sales & Lettings Ltd is a member of The Property Redress Scheme and adheres to the scheme guidelines.  
Hybrid Sales & Lettings Ltd is an ARLA licenced member and has Client Money Protection.**

