



SPECIAL or ADDITIONAL CLAUSES

Tenant Scale of Fees

Returned Cheques or Failed Standing Orders This charge includes the charge that our bank levies and our administration charge to process the returned payment. <i>Please note that this charge is levied for each and every occasion.</i>	£30.00 inc vat
Tenancy Renewals At the end of your fixed term agreement subject to the Landlord and you agreeing you will be offered an extension to the Agreement, this will be in the form of a Memorandum attached to the original agreement. You will have 3 extension options: 1. Renew on a Periodic Tenancy (rolling monthly contract) 2. Renew on a 6 Month Extension to your Assured Shorthold Agreement 3. Renew on a 12 Month Extension to your Assured Shorthold Agreement	Free £60.00 inc vat £78.00 inc vat
Rent Refunds following Vacation of the Property Following your vacation of the property you must cancel your standing order, should we receive further rent payments an administration charge will be levied for the return payment. <i>Please note that this charge is levied for each and every occasion.</i>	£24.00 Inc vat
Final Inspection This amount will be deducted from your deposit prior to it being refunded	£60.00 inc vat
Final Inspection – work required This charge is levied in the event that the final inspection highlights ANY work required and Readings Property Group Ltd have to arrange contractors to carry out the work to bring the property back to the required standard. If the utilities are provided by key and/or card meter and the key/card(s) are not returned to us at the end of the tenancy, a charge of £20.00 (including vat) per key/card will be levied to the tenant. This amount will be deducted from your deposit prior to your to it being refunded	£120.00 inc vat
Rent Collection (personal visit) In the event of non payment of rent for whatever reason and a personal visit is required to collect either cash or cheque a charge will be levied for each visit. Please note all charges are invoiced and due on receipt of invoice.	£18.00 inc vat
Abortive visits by agent or contractor If we have pre-arranged an agent or contractor visit with you and you fail to keep the appointment, or we are unable to obtain access with our spare keys through no fault of either agent or contractor.	£30 per abortive visit
Supplying Reference to a third party at end of tenancy	£30.00 inc vat.
1 Disclosure of Tenant's details to Spark Energy 1.1 At the start of the lease gas and electricity will be provided, or will be in the process of being provided by Spark Energy Supply Limited ("Spark Energy"). However this will not prevent the Tenant from changing to a different energy provider if desired. 1.2 The Tenant agrees that the letting agent may pass the Tenant's name and contact details to Spark Energy for the purposes of: a. registering the gas and electricity meters at the property in the Tenant's name with Spark Energy, providing gas and electricity to the Tenant and administering the Tenant's account with Spark Energy; b. registering the Tenant with the relevant local authority for the payment of council tax; and c. registering the Tenant with the incumbent water supplier to the property. The water supplier may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products. 1.3 Spark Energy will use the Tenant's details only for the purposes set out above and not in any other way. Spark Energy will comply with its obligations as a data controller in the Data Protection Act 1998 and will handle Tenant's data in the manner set out in Spark Energy's standard terms and conditions and/or privacy notice. If the Tenant has any questions regarding details or use of the Tenant's data held by Spark Energy, the Tenant may contact Spark Energy at Etrick Riverside, Dunsdale Road, Selkirk TD7 5EB or customerservice@sparkenergy.co.uk or 0345 034 7474	

As a matter of good practice, and to help avoid misunderstandings or disputes later; where special or additional clauses have been inserted in this section, the parties should initial the bottom of this page.

Signed..... Tenant (s)

Signed.....For Readings Property Group Ltd.

Date.....