



Administration & Inventory Fee

All we ask for is a small fee of one weeks rent for administrating your tenancy

Having received the fee, Sheldon Bishop confirms the following:

References:

All references will be collected as soon as possible to ensure the property is fully secured.

All references will be made available to you at the end of the tenancy.

In some cases this fee includes a full inventory, (we may however require an additional supplement fee for an inventory, depending on your landlords requirements, please ask the negotiator for details)

Contracts:

Preparation of all legal contracts and documents:

1. Agreement for letting a furnished/unfurnished dwelling on an Assured Short-hold Tenancy Agreement.
2. Notice Requiring Possession (Section 21(1)(b))

Copies of contracts will be kept on file and a fee of £20.00 per will be charged for each duplicate.

Monies:

Security of collection and holding of all monies until you have taken possession:

Please note an administration charge of £50.00 per person will apply to all tenancies that are renewed.

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|----------------------------------|---------|
| Signed in agreement of the above | _____ |
| Number of Tenants due to move in | _____ |
| Administration fee due | £ _____ |
| Amount Received | £ _____ |