

Student tenancies	£
Application or renewal fee – per person	60
Replacement tenancy – per person leaving	60
Replacement tenancy – each additional viewing	40

Other residential tenancies	£
Application fee – first adult	100
Application fee – each subsequent adult	40
Referencing fees may be payable if a guarantor cannot be provided	
Replacement tenancy – minimum charge for early termination before fixed term	100
Replacement tenancy – each viewing for early termination before fixed term	40

All management tenancies	£
Rent reminders – per reminder per payee (maximum one charge per week)	20
Rent payment to wrong account – per payment	10
Lock out charge – attending during office working hours	10
Lock out charge – attending outside office working hours, weekends, bank holidays	20
Replacement keys – cost plus £10 per key, minimum charge £15	
Losses, damage or cleaning – invoiced cost or recommended amount on independent check out report plus 10% management fee	

There are no fees for preparing tenancy agreements, preparing inventories, check in or check out reports.

Additional small reasonable charges may apply due to the tenant negligence (eg interest on late paid rent) or for optional services specifically requested (eg a reference). These are not common to all tenancies and are outlined in the tenancy documentation available before a tenancy agreement is signed.

It is not possible to provide for all eventualities. In addition to the above, APYork may charge £48 per hour for excessive time spent dealing with disputes and other matters outside the normal duties of property management.

All the above figures include VAT