

### All tenancies

There are no fees for viewings, applications, preparing first tenancy agreement, preparing inventories, deposit protection, check in or check out reports.

<b>2019/20 student tenancies</b>	<b>£</b>
Replacement tenancy – per new tenancy agreement	120
Replacement tenancy – each additional viewing	30
Rent reminders – per reminder per payee (maximum one charge per week)	20
Rent payment to wrong account – per payment	10

<b>2019/20 student tenancies – APYork managed properties only</b>	<b>£</b>
Lock out charge – attending during office working hours	10
Lock out charge – attending outside office working hours, weekends, bank holidays	25
Replacement keys – cost plus £12 administration fee	

<b>2020/21 student tenancies onwards</b>	<b>£</b>
Replacement tenancy – administration (tenants find replacement)	50
Replacement tenancy – administration (APYork find replacement)	100
Replacement tenancy – each additional viewing	30

<b>2020/21 student tenancies onwards – APYork managed properties only</b>	<b>£</b>
Lock out charge – attending during office working hours only (no service out of hours)	-
Replacement keys – cost plus £12 administration fee	

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Replacement tenancies may also be charged for the cost of changes to deposit protection.

References are charged at £24 each, payment must be from the third party requesting the service.

Losses, damage or cleaning – invoiced cost or recommended amount on independent check out report plus reasonable administration fee (maximum 12%).

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

Attending lockouts depends on staff availability and is not a right.

All the above figures include VAT.