



UNITY LETS

UNITING PEOPLE WITH PROPERTY

ACCOMMODATION GUIDELINES

SEPTEMBER 2018

Guidelines for a hassle free stay with Unity Lets

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ACCOMMODATION GUIDELINES

Accommodation Guidelines

INTRODUCTION

We have produced these guidelines in an effort to ensure your stay with us is hassle free, enjoyable and safe. Please take some time to read them through. Some of the wording may seem a little 'severe' but this is not our intention, we have simply tried to be clear and concise and provide a helpful source of information.

Please be aware that our contractual agreement is with you and therefore we will only be able to deal with you personally regarding any issues relating to the contractual agreement between us, this is also for reasons of data protection.

UNITY LETS CONTACT DETAILS

Address: Unity Lets, 96 North Hill, Plymouth, PL4 8EX

Tel: 01752 223354

Website: www.unitylets.co.uk

Email: enquiries@unitylets.co.uk

Maintenance email: pete.robinson@unitylets.co.uk or judith.carey@unitylets.co.uk

CONTACT NUMBER IN CASE OF EMERGENCIES ONLY:

Pete or John - 01752223354 (between 7am and 10pm) We do not take calls/ come out after this time, any problems will have to wait till the next day.

Please put this number straight into your phone, you may not have this piece of paper in an emergency!

If you have a genuine emergency, please call 999 for an ambulance, fire brigade or police.

CONTACT EMAIL IF YOU WISH TO DISCUSS ANY ISSUES WITHIN THE PROEPRTY THAT ARENT MAINTENANCE BASED

enquiries@unitylets.co.uk

GENERAL INFORMATION

General Information

YOUR CONTACT DETAILS

Please be aware that it is your responsibility to inform the office if any of the contact details you have given us change throughout the year (this includes your email address, parent's address and contact numbers). Please also be aware that at the end of your contract we will need to have a forwarding address to enable us to deal with any outstanding issues/charges/returns and we will use your guarantor's address that you have given us if you do not inform us of any other address.

PAYING YOUR RENT

Your individual rent payment plan is set out on the front page of your contract, with both dates due and amounts payable. A copy of your contract has been included in your welcome pack.

WAYS TO PAY YOUR RENT

You can pay your rent in one of the following ways:

- **Card payment** – you will need to come into the office or call on 01752 223354 and pay your rent over the phone by credit or debit card on or before the day it is due.
- **Cheque payment** – this will need to be received by our office 10 working days before it is due to enable the funds to have cleared our account by the dates detailed above. If you are sending a cheque please make it payable to Unity Lets, and write your name and the property on the back so we know who has sent it!
- **Bank transfer** – you can transfer the rent up until the day before into the following bank account:

Bank - Lloyds Bank

Account Name – Unity Lets

Sort Code – 30 12 74

Account Number – 02942035

Remember a Reference – {your surname/property address}

- **Cash** – you can come into the office anytime up until the day the rent is due and pay in cash in person. (Tip for the future - whenever paying cash to anywhere, always make sure you get a receipt!).

WHAT TO DO IF YOU CANNOT PAY YOUR RENT

If for any reason you cannot make the rent payment on or before the date it becomes due you will need to have phoned/emailed us at least five working days before. We will treat each case separately depending on the circumstances. We will not be sympathetic to those who do not notify us before the due date.

GENERAL INFORMATION

WHAT HAPPENS IF YOU DO NOT PAY YOUR RENT ON TIME (AND HAVEN'T COMMUNICATED WITH US)

If your rent is not paid within 1 week of the due date and you have made no attempt to communicate with us regarding your late payment, we will issue you with a formal reminder by phone and/or email. (As you are aware it is YOUR responsibility to ensure we have the correct contact details for you).

This formal notice will give you 3 days from the reminder notice to pay all monies owed to us (this means that the money will need to have cleared our account by the 14th day). We will charge you £10 per day of late payment from 3 days after your rent due date.

We sincerely hope that this will not be necessary but if we do not receive your rent payment within two months, your case will be referred to our solicitors at YOUR COST, and then the following, formal debt recovery process will be set in motion:

You will be issued with a Section 8 and your guarantor will accrue charges relating to court fees.

FORMAL DEBT RECOVERY PROCESS

Our solicitors will send you a letter before taking further action requesting payment and giving notice that court proceedings will be issued if payment is not received within 7 days.

COST TO YOU = £70.00+VAT (Total £84.00)

If we still have not received payment then it is with regret that court proceedings will be issued. You will then have 14 days from receipt of the papers to respond to the claim.

In issuing court proceedings you will become liable for 8% interest on the amount that you have not paid to us, together with our court fees as set out below:

VALUE OF DEBT	LETTER BEFORE ACTION	COURT FEES FOR ISSUING A CLAIM	FEE FOR DRAFTING PARTICULARS OF CLAIM	OBTAINING DEFAULT JUDGMENT
UP TO £300	£48	£35	£45	£22
£301 - £500	£48	£50	£60	£22
£501 - £1,000	£48	£70	£80	£22
£1,001 - £1,500	£48	£80	£85	£22
£1,501 - £3,000	£48	£95	£90	£30
£3,001 - £5,000	£48	£120	£95	£30
£5,001 - £15,000	£48	£245	£110	£30

If you dispute the claim and are unsuccessful in court, additional costs may be awarded against you.

Please be aware: if we are forced to take court action against you which results in a County Court Judgment (CCJ) being obtained, the CCJ will be entered against your credit record for a period of six years, which will adversely affect your ability to obtain credit (i.e. overdrafts, credit cards, hire purchase agreements, and store cards) in the future.

GENERAL INFORMATION

VIEWINGS

We will inevitably be conducting viewings of your property with the aim of letting the rooms for the next academic year. We will always try and inform you by email in advance (email will be considered 'written notice'). Please note that the sending of an email will constitute receipt of the same so if you think you are not receiving our emails, you need to let us know. We do expect the property to be tidy and presentable throughout this period, including your bedrooms. Viewings will start from mid-October/early November.

If you wish to remain in your property for the following academic year, we will give you the opportunity around this time to have first refusal.

FIRE

Please familiarize yourself with the signs above your fire extinguishers/fire blankets so you know how to use them if needed and which extinguishers you can use on what type of fire.

Please do not remove the fire extinguishers from their brackets/stands, they have been placed there for a reason. If you do use an extinguisher unnecessarily it will cost you money and possibly your life in the event of a future fire. Please inform us immediately if you are aware of an extinguisher that may need replacing helping us to ensure your safety. These are checked at the beginning of your tenancy and you will be charged if they have been used unnecessarily at the end of your tenancy.

Do not remove batteries or tamper with the smoke alarms or detectors. If there is a problem please contact the office immediately. If the smoke alarm starts beeping to indicate it is running out of power, please let the office know **IMMEDIATELY**.

Please ensure that you keep all fire exits and escape routes clear and do not prop fire doors open. There should be no trip hazards in the communal areas and corridors; this includes clothes, bikes and wires (for internet connection for example).

IN CASE OF EMERGENCY

- Dial 999
- In the event of a fire, leave the building and assemble away from the building
- Inform Unity Lets in office hours on 01752 223354 or out of office hours on 07411994327

TESTING YOUR FIRE DETECTORS

If you have a push button smoke/heat detector in your bedroom you are expected to test it monthly. We might check that you are doing this on our quarterly inspections so please ensure you remember to do this, it is for your own safety.

You will need to press the 'test' button keeping it held in not only until you hear your alarm beep, but also the alarm in the next door room/corridor (this ensures that your alarm not only works but that it is linked into the main system and interconnected with the rest of the alarms). Should you have any concerns at all please contact the office immediately?

GENERAL INFORMATION

PERSONAL ELECTRICAL APPLIANCES

Please ensure portable appliances are switched off when not in use, especially mobile phone chargers as these heat up when left on for long periods of time and are one of the most common causes of household fires.

Please ensure vents on electrical devices are kept clear at all times (including microwave vents).
Do not overload plug sockets and avoid the use of 'block' type adapters

WHAT TO DO IF YOU SMELL GAS

DAY OR NIGHT CALL THE National Gas Emergency Service on 0800 111 999. A call handling agent will log all the appropriate details onto a computer. The kind of information you'll be asked for will include:

- The address/location of the suspected gas escape or gas emergency
- How many people are at the property
- How long the smell has been noticeable
- Are any neighbours affected
- Your name and phone number

Once all the information has been gathered, it will be sent electronically to an engineer for action. National Grid aims to attend all uncontrolled escapes within one hour, and all controlled escapes within two hours. A controlled gas escape is one where the person reporting it has confirmed that the gas emergency control valve serving the premises has been turned off and the smell of gas has gone. An uncontrolled gas escape covers all others. **Please also ensure you inform Unity Lets!**

CONDITION OF THE PROPERTY

Condition of the Property

ACCOMMODATION INVENTORY AND CHECK IN

An inventory detailing the contents of your property will be provided to you at move in. You will sign a copy of this in the office when you collect your keys and will then have 2 days to check this against the property.

It is your responsibility to check that this is accurate. If there are any points you wish to contest you will need to contact us in writing for the attention of the Property Manager or by email to pete.robinson@unitylets.co.uk to be received within 48 hours of your moving in date.

If we do not hear from you this means that you have accepted all items listed are present and in good condition.

Any items not listed on the inventory are not the responsibility of Unity Lets.

We are happy to accept emailed photos at the outset of your tenancy if there are any issues that you would like noted on your file. Please email these to pete.robinson@unitylets.co.uk

INSPECTIONS

We will be carrying out regular inspections of your house and will give you at least 24 hours' notice by email.

For these inspections we ask that your room is clean and the communal areas are tidy and presentable, that all washing up is done and the surfaces are clear.

If you have any queries please raise them when we come around or leave a note on the notice board for us to pick up, alternatively you can always email us at pete.robinson@unitylets.co.uk

AT THE END OF YOUR CONTRACT

As I'm sure you can appreciate we expect the property to be returned to Unity Lets at the end of the tenancy in the same condition in which you received it at the beginning of the academic year.

At the end of your tenancy we ask that you have vacated your room by midday of the last day of your tenancy. Please also:

- Ensure that your room and the communal areas (including kitchens, bath/shower rooms & outside space) are clean and tidy. This means vacuuming/cleaning the floor, ensuring the bins have been emptied, making sure all light bulbs work, taking posters off the wall and ensuring there are no tack or marks left behind.
- You will also need to have removed ALL your belongings. Please do not leave shelves, bookcases, drawers etc that you think will be useful for the next tenant. As a landlord we have to ensure that all equipment that we provide passes various safety tests. **If you leave items not listed on the inventory we will have to charge you for their removal.**

CONDITION OF THE PROPERTY

- Please remove all items from fridges, freezers and cupboards. Please do not leave pots, pans, cutlery and crockery etc as these will have to be disposed of by us and we will charge for doing this.
- Please turn off the fridge and freezers and defrost where necessary.
- If there are any stains on the mattress, we will be replacing them and you will be charged for a new mattress and also the removal of the old one. We suggest you purchase a mattress cover.
- Please clean out your vacuum cleaner and leave it for us in working order with an empty vacuum bag in (if required).
- If you would like to receive your post after the end date of your tenancy you will need to set up a forwarding service with the post office. We will not be able to forward any mail to you or give you access to the property after the end date of your tenancy to pick up mail.
- All of the above also applies to those of you who are remaining in the property for the following academic year (unless summer storage has been arranged – see below).
- Please also report if there any appliances that are not working, or any known maintenance that needs seeing to.

END OF TENANCY INSPECTIONS

Once ALL students have vacated the property, ALL keys have been returned to the office by midday and ALL contracts have ended, a final inventory inspection ('close out') will be carried out.

Even if you are returning to the same property next year, all keys must be returned to the office.

If you have a deposit in place, deposits will be returned as promptly as possible to each person and we will start the deposit repayment procedure within 30 days of the tenancy end date, if not before in many cases. Any disputes to the amounts we have claimed for must be put in an email and sent through to enquiries@unitylets.co.uk to be dealt with. Any that can't be agreed on between ourselves will be passed to the ADR service for their adjudicator to decide. More information on this procedure can be found on the DPS website - www.depositprotection.com.

We trust you understand that if the property is not returned in a satisfactory condition, any costs for repairs, replacements or cleaners will be charged to you. We will issue you with an invoice for any charges at the end of your tenancy. Charges that can occur can be seen in the charges schedule at the back of this guideline. Any invoice sent to you will be due within 7 days. We will add late charges if payment is not made within this timeline, or a dispute is not raised. If we receive no correspondence from you, we will look to issue CCJ's.

CLEANLINESS

We employ a cleaner to undertake a basic maintenance clean to communal areas in the larger properties (kitchen, bathroom, toilet, lounge, etc) on a monthly basis. Our cleaner will clean and vacuum the communal areas but she/he will not wash your dishes or tidy your personal mess (bedrooms and en suites).

We would recommend you have a house meeting on commencement of your stay and organize a Rota for cleaning e.g. kitchen, bathrooms and rubbish removal etc. This will ensure that everyone shares the duties as it will be your responsibility for the remainder of the month to keep the property clean.

Your shower traps must be cleaned regularly otherwise your showers will become blocked and you will incur a call out charge for a plumber.

CONDITION OF THE PROPERTY

All food items should be stored properly, do not leave food out or crumbs on the kitchen work surfaces or floors, this will only encourage vermin. If we have to put poison down etc due to vermin being attracted by your uncleanliness, you will be charged.

All external areas and rear yards should be kept clear of rubbish. You must maintain basic standards of cleanliness and rubbish disposal.

Unity Lets will employ cleaners and charge you if we consider there is a potential health and safety issue.

RUBBISH AND RECYCLING

Please ensure your rubbish is out ready for a collection at 6.30am on your specific collection day (see Plymouth City Council website for your specific bin day).

For recycling only the items should be loose and not in plastic bags.

The recyclable materials Plymouth City Council collect are:

- Paper (newspapers, magazines, yellow pages, catalogues, junk mail, printer paper and envelopes including those with plastic windows)
- Cardboard
- Plastics (clean yoghurt pots and margarine containers and empty bottles with tops removed. No cling film, crisp packets, plastic bags or expanded polystyrene)
- Food and drinks cans (please rinse out, no need to remove paper labels)
- Aerosols
- Aluminium foil (such as rinsed takeaway containers)

Items not taken in the recycling collection include:

- Cellophane
- Glass (can be recycled at recycling banks around the city)
- Tetra packs (some juice cartons)
- Crisp packets
- Sweet wrappers
- Polythene
- Polystyrene
- Pyrex glass
- Clothes and shoes (can be recycled and recycling banks around the city)
- Nappies
- Plastic bags
- Household batteries (can be recycled at battery collection points around the city)

For the avoidance of doubt you cannot put any glass bottles in the recycling. You will need to take them to a bottle bank.

MAINTENANCE

Maintenance

Please notify the office as soon as possible of any maintenance issues/breakages by emailing us at pete.robinson@unitylets.co.uk. Please make sure you include as many details and photos of the issue as possible, as this will help us rectify the problem faster.

You can also report any maintenance problems via an online form on our website – unitylets.com.

By submitting a maintenance request you are giving Unity Lets permission to enter your property after notice has been given to fix this fault, even if you are not present at the time. If you object to this please let us know at the time of reporting the issue.

PLEASE NOTE: The maintenance system only operates on written notification; experience has proven that this is the best method for all parties.

Please do not redecorate or replace items without prior written consent from the office. Your efforts to 'patch up' damage may ultimately cost you more than if notified and left as part of the end of year repairs by us. Any damages to electrical appliances must be fixed/replaced by Unity Lets to ensure the electrical safety standards required for such items are maintained.

MAJOR DAMAGES

As the majority of you do not have deposits in place for your tenancy, if any major damages (for example, smashed oven door / smashed shower door) occur throughout the term, they will be charged for at the time of the incident.

BATHROOMS

Please only put toilet paper down the toilets. If the drains become blocked as a result of sanitary items, condoms, wet wipes, sand etc being put down the toilet, all tenants will be charged for the drain clearance.

Keep shower doors closed and shower curtains within the bath/shower cubicle when showering. Mop up any spills if they occur. Drying yourself off within the shower cubicle will help prevent moisture damage.

Wetsuits and other kit should not have sand rinsed off in the shower, this will ultimately block the outlet and you will incur the plumber's charges.

Please leave the fan isolator switch in the bathroom/shower room **ON** at all times. This will prevent condensation damage. Opening a window will also help.

CONDENSATION/DAMP

Please be aware of how you are living in your property and in order to minimize possible problems with condensation. You can do this by:

MAINTENANCE

- After a bath or shower, try to ventilate the room to the outside, not to the rest of the house – just opening a window (and closing the door) will help.
- Please use the tumble dryer (if you have one) to dry your clothes.
- If you do not have a tumble dryer in your property, please dry your clothes outside, where possible. If not please choose a cool area of the premises and ventilate this area well. This may sound strange; it will take a little longer but less moisture will be held in the air at any one time meaning that the property will not suffer from condensation/damp. While drying clothes indoors, ventilate the room.
- When people come in with wet coats, hang them outside the living area to dry.
- Try to increase the change of air in the premises – ventilate as much as possible

BEDROOMS

The repair or redecoration required to walls as a result of damage caused from hanging posters/pictures etc be it Blue Tack marks or pin marks will be charged to the tenant.

Please do not put sticky hooks on the backs of doors as they are not very strong and pull the paint work off with them when they fall off. If you would like hooks put up then purchase them and let us know and we will organise this for you assuming the location is agreed by us and that you leave them in place on your departure.

LIGHTBULBS

When we let the property to you all light bulbs will be operational. **It is then your responsibility to renew the light bulbs in your bedrooms as required.**

If you live in a property with high ceilings and you cannot safely reach the light bulb, please let us know and we will come out to change it for a small cost of £10.

Unity Lets will replace all bulbs in the communal areas.

If you do not report broken lightbulbs to us at the time, and leave them until the end of your tenancy, we will charge you for replacement bulbs.

If there is ever any problem with the emergency lights it is your responsibility to let us know immediately – this is to ensure we can provide a safe environment for you.

MAINTENANCE AND USE OF ELECTRICAL APPLIANCES

When using the washer/dryers please be aware that most machines can only dry half as much as they wash. Therefore when your washing cycle has finished you will need to take out half you load before setting it onto a drying cycle. Once these clothes have dried you can then swap them around.

DO NOT OVERLOAD THE WASHING MACHINE - any need to replace machines due to this will be charged to you.

Please use all dishwashers in accordance with the manufacturer's instructions.

It is your responsibility whilst you are a tenant to ensure that the appliances within your property are properly maintained, this means cleaning all the filters in the washing machine/dryer/dishwasher. If you are unsure of how to do this PLEASE ASK.

MAINTENANCE

When cleaning the inside of the microwave please do not use excess water as this makes the paint bubble and peel and the mechanism rusty for which you will be charged. Microwaves need to be cleaned regularly as they rust very easily.

Please ensure the cookers are kept clean, and **do not use Mr Muscle under any circumstances** as the chemicals within this product make the inside of the cooker corrode.

MISCELLANEOUS

Miscellaneous

ENDING YOUR CONTRACT EARLY

If the Tenant pulls out of the tenancy, a claim of payment of one month's rent forfeited and a charge of £250
NOTE: You must have a new tenant to take your place first otherwise you are breaking your contract and this needs to be a like for like contract with a guarantor if you already have one.

If you need any more information please get in touch.

KEY RETURNS

Please return your front door and room key to the office, address below, by recorded delivery or in person at the end of your tenancy.

Any keys not returned on time will be treated as lost and charged at £20 per key.

Please return keys even if you are staying next year.

Address: Unity Lets, 96 North Hill, Plymouth, Devon, PL4 8EX

SUMMER STORAGE

If you are staying in the same room for the next academic year and wish to store items in your room you can do so for a small charge. You must book this through the office and your belongings will need to be secured inside your wardrobe.

Please note: if you do store your possessions in your room for the summer you do so entirely at your own risk.

TV LICENCE

Please be aware that this is your responsibility and that if you have TVs in your rooms you will need individual licenses. Please arrange as a household to buy a TV license for the whole property.

PARKING PERMITS

We do not supply parking permits. If you wish to have one, please get in contact with Plymouth City Council. You'll need to check on their website that your property is eligible for parking permits.

NOISE

Respect your fellow house mates and neighbors; treat them as you would wish to be treated. Excessive noise is not necessary and is unfair to those wishing to study.

MISCELLANEOUS

Should any legitimate complaints be received by us from your neighbors or housemates, we will investigate the complaint and take whatever action is deemed necessary. Where appropriate, your University/College will be copied in on the relevant correspondence.

SECURITY

Please ensure that you always lock your doors whether you are in the house or not. If you are on the ground or first floor please do not leave the windows open if you are not in the room. If your property is broken into you will need to cover the cost of this so please ensure that you take out the relevant insurances and that you are careful about the security of the house as a whole.

When disposing of confidential paperwork please ensure that this is shredded before putting it in the bin. Your own security is your own responsibility and you should not take this lightly.

SMOKING

All of our properties are non-smoking. If you wish to smoke, please do so in the garden of the property. If we find you have been smoking within the property, you may incur costs to clean/replace all the soft furnishings and carpet in your room at the end of the tenancy, due to smoke damage and persistent smell.

VISITING FRIENDS AND FAMILY

If you have any friends or family visiting for any period of time, please make sure your housemates are aware, and they are happy for the amount of time your guest is staying.

We will not tolerate any lodger/guests, whether paying or not, staying in the property for a prolonged period of time, other than those named on our tenancy agreements.

BREAKDOWN OF UTILITIES

Your Gas, Electricity and Water allowances per month are based on the number of tenants in the property. We offset utilities against each other, as well as months against each other, so it is very rare that a house will spend more than their allowance for the whole term. We will charge for any over usage at the end of your contract, but will keep you up to date throughout your stay with us if you come close to, or if you go over on your monthly allowances.

**Thank you in advance for your co-operation.
We hope you have an enjoyable stay with us!!**

CHARGES SCHEDULE

Charges Schedule

List of charges that may be considered for deduction from deposit at the end of the tenancy, in the event of the tenant(s) not fulfilling the obligations contained in the tenancy agreement.

General: (Covering all labor and materials)

Replacement Keys	£20 per key
Bounced cheque for rent	£40
Unnecessary call outs of our fire safety company	Minimum of £40
Unnecessary use of fire extinguishers	Minimum of £125
Light bulb replacement	£10 per bulb
New microwave	£60
New kettle	£25
New toaster	£25
New mattress	£160
New Hoover	£135
Replacement plug socket	£20
Replacement lock	£50
Plumber call out (blocked drains)	Quoted
Poison/ traps due to mice	Quoted

Reasonable charges to cover the common damages/replacements that can occur throughout the tenancy and at the end.

Cleaning: (Covering all labour and materials.)

Reasonable charges to cover through cleaning to bring back to the same good clean slate of cleanliness as at the commencement of the tenancy.

UPVC Window frames and glass units. Per window.	£10
Skirting boards and doorway architraves/frame. Per room.	£10
Internal door both sides. Per door.	£8
Marks/adhesives/dust/cobwebs from emulsion surfaces. Per room.	£10
Vacuuming carpets and removing minor marks/minor cleaning. Per room.	£25
Professional carpet clean. Per room. (Communal areas quoted).	£45
Venetian blinds. Per blind.	£25
Curtains, take down and away, wash, dry, return and re-hang. Per pair.	£40
Cooker/Oven/Grill and pan in and out (not including hob).	£50
Hob, elements and top surround and under if applicable.	£35
Fridge inside and out and defrosting.	£25
Washing machine inside and out.	£20

CHARGES SCHEDULE

Kitchen units, in and out, and top of wall cupboards. Per unit.	£7
Kitchen work surface/worktop and surrounding tiling. Per kitchen.	£25
Kitchen, bathroom, hallway flooring if lino or tiling. Per floor.	£25
Toilet inside and out to be hygienically cleaned.	£40
Bath tub, shower tray, shower fitting, shower door and sink basin. Per item	£15
Bathroom tiling, grout and sealant. Per room.	£20
Shower cubicle tiling, grout and sealant. Per cubicle.	£30
Bathroom and kitchen towel rails, fittings, wall heaters etc. Per item.	£10
Bathroom and kitchen extractor fans and light fittings.	£15
Fitted bedroom wardrobe and box unit, in and out and surfaces. Per unit.	£4
Bedroom or lounge drawer chests. Per chest.	£7
Lounge / bedroom bookcase, sideboards, coffee tables and similar. Per item.	£5
Wooden dining table with 4 chairs. Per set.	£12
Night storage heater or radiator and removing marks/stains etc. Per item.	£14
Vacuuming settee, removing cushions, re-plumping, washing minor marks	£10
Bed, pull out, clear debris, remove mattress, protector, valance, clean, air etc.	£10
Mattress protector and bed valance, take away, wash, dry, return and refit.	£10
Clean by soaping and dry bed headboard	£10
Removal of personal belongings	£15-£100
Garden clearance and tidy up	£40

Redecorating: (covering all labour and materials)

Reasonable charges to bring décor back from deterioration due to personal smoking (use not allowed), cleaning neglect, non-ventilation damage and lack of care to prevent condensation marking/staining to the same good clean state of repair condition and decoration as at the commencement of the tenancy. (Less a wear and tear allowance to be assessed at the time).

Emulsion paint to ceilings per square meter including preparation and cut in	£10.50
Emulsion paint to wall per square meter including preparation and cut in	£10.50
Filling any holes or damage to walls or ceilings. Average damage per item.	£12
Preparation, sanding/keying, filling etc. to woodwork per linear meter.	£8
Undercoating to woodwork per coat per linear meter.	£10
Glossing to woodwork per coat per linear meter including cut in.	£10
Undercoating to doors and preparation per coat per door.	£50
Glossing to doors per coat per door.	£100
New door.	£200
New carpet. Approx. per room.	£300

CHARGES SCHEDULE

This list is by no means exhaustive and no one is out to gain financially from any of the above incidents, which we might add, are avoidable. However, you must be aware that Unity Lets incur costs rectifying damage etc and this will be recovered from you.

PLEASE NOTE:

The associated repair costs of damage to communal areas will be shared equally amongst all the tenants unless we are advised otherwise and have WRITTEN AGREEMENTS to this effect from all tenants.