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## NON OPTIONAL FEES STATEMENT

Information supplied pursuant to Clause 3.19 of the Committee of Advertising Practice UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing (CAP Code)

VERSION: LSHG13NOFPGUK01



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**“99.9% OF STUDENTS WHO CHOOSE TO RENT FROM PLACE GROUP UK WILL INCUR NO PRE-TENANCY ADMINISTRATION CHARGES/FEES WHATSOEVER”**  
**“NO CHARGES/FEES EVER APPLY TO REGISTER WITH US OR VIEW A PROPERTY”**

### **Background**

The Advertising Standards Authority (ASA) has stated that they require all lettings agents and private landlords to confirm **in advance** any non-optional administration charges/fees and/or other non-optional charges/fees that could affect the “transactional decision of deciding whether or not to arrange a viewing”.

This means that we are obliged by law to confirm at this stage **before you book a viewing** any “non refundable charges/fees that relate to consumers taking on a tenancy”. In other words, “those administration and/or other charges/fees that a prospective tenant has no choice but to pay if they wish to rent from Place Group UK and which could affect whether or not a prospective tenant would book a viewing through Place Group UK”.

### **What charges/fees may apply**

Our terms permit us to make a very low administration charge/fee of £60 per tenant to cover all the following:

#### **PRE- CONTRACT REFERENCES TENANCY DOCUMENTS AND INVENTORY PRODUCTION**

Charged to you for taking references and undertaking enquiries as necessary including at our discretion of credit reference agencies prior to your taking a tenancy of the property. The charge includes any necessary assessment of your guarantors, although we reserve to charge an additional sum if we have to assess more than 2 guarantors per person.

If your tenancy completes this charge will also cover the cost of preparation of the tenancy documents and the guarantees, and additionally inventory production and photographic record, for which there will be no additional charges.

However this **charge/fee is waived** for all students who view and then apply for our shared student housing between 01 December and 31 March each year, even if their actual move in date is considerably later, for example in August or September. Place Group UK

also made the commercial decision in 2010 to no longer externally credit score students' guarantors.

**Therefore students who view our shared student housing between December and March will NOT incur ANY of the above administration charges/fees, and will NOT incur ANY of the administration charges/fees referred to below (which are those the ASA/CAP state need to be disclosed):**

General administration fees

Reference fees (including students' guarantors)

Application fees

Fees for drawing up tenancy agreements

Inventory fees including check in and check out fees

Guarantor arrangement/application fees

Additional occupant admin fee (although the agreed monthly rent may be higher as our rent is based on the number in occupation)

Pet admin fee (although the agreed monthly rent may be higher for some pets)

**We also do NOT charge ANY fee for protecting a deposit with a tenancy deposit protection scheme.**

**In almost all cases we will also waive our £60 administration charge/fee for those students who view and then apply for our shared student housing after 31 March each year which means that 99.9% of students who choose to rent from us will incur NO pre-tenancy administration charges/fees whatsoever.**

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### **More information**

If you have any questions about this statement, please contact us:

By email [hanoversquare@placegroupuk.co.uk](mailto:hanoversquare@placegroupuk.co.uk)

By fax 020 3137 1166

By post Place Group UK 17 Hanover Square London W1S 1HU

By phone 020 3137 6677

Refer to our [internet statutory information](#) for further details.

Click [here](#) to read the Committee of Advertising Practice (CAP) advice.

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