**TENANT FEES SCHEDULE**

Information on deposits, referencing and default charges

**Holding Deposit (per tenancy)**

**One week’s rent**. This is to reserve a property. Please note: This will be withheld if any relevant person (including any guarantor) withdraws from the tenancy, fails a Right-to-Rent check, provides materially significant false or misleading information, or fails to sign their Tenancy Agreement (and / or Deed of Guarantee) within 15 calendar days (or other deadline for agreement as mutually agreed in writing).

**Security Deposit (per tenancy for rents under £50k per year)**

**Five weeks’ rent**. This covers damage or defaults on the part of the tenant during the tenancy.

**Security Deposit (per tenancy for rents over £50k per year)**

**Six weeks’ rent**. This covers damage or defaults on the part of the tenant during the tenancy.

**Unpaid Rent**

Interest at 3% above the Bank of England Base Rate form the rent due date until the rent is paid in order to pursue non-payment of rent. Please note: This will not be levied until the rent is more than 14 days in arrears.

**Lost Key(s) or other Security Devices**

Tenants are liable for the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc VAT) for the time taken replacing lost key(s) or other security devices.

**Variation of Contract (at the tenant’s request)**

**£50 (inc VAT) per agreed variation**. To cover the costs associated with taking landlord instructions as well as the preparation and execution of new legal documents.

**Change of Sharer (at the tenant’s request)**

**£50 (inc VAT) per replacement tenant or any reasonable costs incurred if higher**. To cover the costs associated with taking landlord instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

**Early Termination of the Agreement (at the tenant’s request)**

Should the tenant wish an early release from their contract, they shall be liable for the landlord’s costs for re-letting the property as well as all the rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

*Please ask a member of staff if you have any questions about our fees.*