



## **TENANT FEES SCHEDULE**

### **FOR NON HOUSING ACT TENANCIES**

**(including company lets)**

**Set-up Fees (Tenant's Share): £500 (inc. VAT) per tenancy.**

Referencing for one tenant (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.

**Guarantor Fees: £100 (inc. VAT) per guarantor.**

Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).

**Permitted Occupier: £50 (inc. VAT) per permitted occupier.**

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy

**Pet Deposit: Additional Security Deposit of no more than £500**

To cover the added risk of property damage. This will be protected with your security deposit in government-authorised scheme and may be returned at the end of the tenancy.

**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(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail 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. Rent under £50,000 per year) — Five weeks' rent.**

This covers damages or defaults on the part of the tenant during the tenancy.

**Security Deposit (per tenancy. Rent of £50,000 or over per year) — Six weeks' rent.**

This covers damages or defaults on the part of the tenant during the tenancy.

**Unpaid Rent**

Interest at 3% above the Bank of England Base Rate from Rent Due Date until 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 Device(s)**

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 any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £18 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

**Variation of Contract (Tenant's Request) — £50 (inc. VAT) per agreed variation.**

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

**Change of Sharer (Tenant's Request) — £270 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.**

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

**Early Termination (Tenant's Request)**

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy.

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